

**Agenda**  
**Sixth Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, March 09, 2020 at 6:30 p.m.**

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code

<b>Opening Ceremony:</b>	HIGHLAND GIRL SCOUT Troop 15467 Color Guard
<b>Prayer:</b>	Roger Sheeman
<b>Pledge of Allegiance:</b>	Roger Sheeman
<b>Roll Call:</b>	Bernie Zemen Mark A. Herak Mark J. Schocke Thomas (Tom) Black Roger Sheeman



**A GREAT PLACE  
TO CALL HOME**

**Minutes of Previous Session:** Minutes of the Regular Meeting of 24 February 2020.

**Special Orders:** 1. **Executive Proclamation:** A Proclamation in Recognition of Disability Awareness Month in the Town of Highland..  
Reading and Execution of Proclamation.

**COMMENTS FROM THE PUBLIC or VISITORS** This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

**Communications:** 1. Letter from J. Douglas Van Ramshorst regarding the Main Street Bureau of the Redevelopment Department.  
2. Communication from the Highland Census Complete Count Committee regarding its Implementation of the Action Plan for the March 9, 2020 Meeting.

**Staff Reports:**

- Building & Inspection Report for February 2020.
- Fire Department Report for February 2020.
- Workplace Safety Report for February 2020.

**Appointments:**

- **Statutory Boards and Commissions**  
*Executive Appointments (May be made in meeting or at another time)*  
*(Appointments have been placed on agenda in case there is readiness to act. These represent remaining that could be executed)*
- 1. **Advisory Board of Zoning Appeals** (1) appointment to be made by Town Council President. Citizen member *(Filling unexpired term of Bill Leep, who received an appointment to the Redevelopment Commission, extends to First Monday in January 2022)*

*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*

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2. **Redevelopment Commission:** (1) Non-voting member term ends 6.30.2020 Must be from the School Town of Highland. Terms are 2 years. *(Currently held by Patrick Krull. Town Council President will confer with School town to inform his appointment.)*

Home Rule Commissions

3. **Community Events Commission:**

- (1) appointments to be made by the Town Council President. **Term: 4 years.** *(Note: Vacancy from unexpired term of Late E. Parlor of which term expires January 2021)*

4. **Committee and Liaison Assignments.** *Assignments made by Town Council President. (Custom)*

#### *Legislative Appointments*

Home Rule Commissions

1. **Community Events Commission:**

- (1) appointment to be made by the Town Council. **Term: 4 years.** *(Note: vacancy of which term expires January 2022)*

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#### **Unfinished Business & General Orders:**

1. **Introduced Ordinance No. 1712:** An Ordinance to Amend and the Compensation, Benefits and Personnel Program of the Municipality, known as the Compensation and Benefits Ordinance, Commonly Called the Municipal Employee Handbook All Particularly Regarding the Flexible Spending Account as part of the Section 125 Plan and Repealing Prior Ordinances and Enactments in Conflict Therewith, Pursuant to IC 36-1-3 and other relevant Statutes. *Councilor Black introduced and filed Ordinance No. 1712, at the Town Council meeting of January 27, 2020. There was no further action..*
  2. **Proposed Ordinance No. 1714:** An Ordinance to Amend Chapters 10.30 and 10.35 of the Highland Municipal Code Relating to Motor Vehicles and Traffic, Providing for the Enforcement Thereof, Repealing All Ordinances in Conflict Therewith, and Declaring an Emergency. *(The ordinance if adopted would amend the Traffic Code adding additional locations for Traffic control signals, parking for persons with disabilities, and parking prohibited at all times.)*
  3. **Works Board Order No. 2020-07:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Walsh & Kelly, Incorporated for Materials and Services – Asphalt Work through December 31, 2020, all Pursuant to Indiana Code 5-22 *et Seq.* and §31.18 of the Highland Purchase Code.
  4. **Works Board Order No. 2020-08:** An Order of the Works Board Accepting the Proposal of Lounges Entertainment LLC for Professional Entertainment and Stage Services for the Town of Highland, Associated with Independence Day Festivities, and to Comply with the Provisions of IC 22-5-1.7 *et seq.*
  5. **Works Board Order No. 2020-09:** An Order Finding And Determining Certain Personal Property of the Municipality As No Longer Needed For The Purposes For Which Originally Acquired or Have Been Left In The Custody Of An Officer Or Employee Of The Town Of Highland And Have Remained Unclaimed For More Than One (1) Year or Have Been Deemed
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Worthless and of No Market Value, And Further Authorizing And Approving Disposal Or Transfer of Said Property to a Municipality.

6. **Works Board Order No. 2020-10:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase and Purchase from Thomas Dodge of Highland, IN (3) three 2020 Dodge Charger Police vehicles pursuant to I.C. 5-22-7.
7. **Works Board Order No. 2020-11:** An Order of the Works Board Accepting a Proposal from Red Bud Landscape Services, Inc. for Certain Landscape Maintenance Services to Furnish, Install, Mulch and Water fifty Trees Identified by the Tree Board in the amount of Thirty-Nine Thousand Eighty-Three Dollars and no Cents (\$39,083).
8. **Action to approve pay for employee who is temporarily replacing another employee at a higher grade level, after thirty full days in the position, pursuant to Section § 4.01 of the Compensation and Benefits Ordinance.** Public Works Director is reporting he had assigned Aaron Krestel to *acting Water/Sewer Supervisor*.  
*The Public Works Director made the assignment effective 12.02.2019 and Mr. Krestel held the position from that date through February 16, 2020. Aaron Krestel will be construed as eligible for the pay of a water/sewer supervisor effective January 2, 2020, provided it is approved.*  
**Reviews for Economic Revitalization Area Compliance (Items 9 through 16)**
9. **Consideration of the Compliance with the Statement of Benefits as filed and represented by People's Bank S.B. 3915, 3919 & 3927 Ridge Road, Highland.** *At its meeting of September 14, 2015, the Highland Town Council passed Resolution No. 2015-37 approving this application and its terms for **property tax abatement** upon the increase in assessed value of \$667,800 as well as a new job and retention of five existing jobs all in consequence of construction of a new building, a People's Bank SB Branch at 3915, 3919 and 3927 Ridge Road, for a period of time **not to exceed ten (10) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of November 13, 2017, its second at the Town Council meeting of 26 February 2018 and its third one at its meeting of 25 February 2019. The Town Council found the applicant in compliance at each meeting. This is **the fourth review** for compliance by the petitioner of its terms in the application **but the third one** that applies after filing with the Lake County Auditor. This review is for Taxing period 2020 pay 2021. If approved, seven years remain on the 10 year abatement.*
10. **Consideration of the Compliance with the Statement of Benefits as filed and represented by High RE 3940, LLC d.b.a., Culver's 3950 Ridge Road, Highland.** *At its meeting of January 30, 2012, the Highland Town Council approved this application for **property tax abatement** upon the increase in assessed value in consequence of construction of a new building a Culver's Restaurant 3940 and 3950 Ridge Road, for a period of time **not to exceed ten (10) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of March 9, 2015, its second at its meeting of February 08, 2016, its*

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third review at its meeting of February 27, 2017, its fourth review at its meeting of 26 February 2018 and its fifth review at its meeting of 25 February 2019. The Town Council found the applicant in compliance at each meeting. This represents the sixth review of compliance for this property and the sixth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2020 pay 2021. If approved, four years remain on the 10 year abatement.

11. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Baldi-Hoobyar Equities Indiana LLC d.b.a, Highland Volkswagen, 9601 Indianapolis Boulevard, Highland.** At its meeting of October 10, 2012 and confirmed at its meeting of December 10, 2012, the Highland Town Council approved this application for **property tax abatement** upon the increase in assessed value in consequence of construction of a new building a Volkswagen Retail Dealership, 9601,9553 and 9545 Indianapolis Boulevard, Highland, for a period of time **not to exceed ten (10) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of March 9, 2015, its second at its meeting of February 08, 2016, its third at its meeting of February 27, 2017, its fourth at its meeting of 26 February 2018 and its fifth at its meeting of February 25, 2019. The Town Council found the applicant in compliance at each meeting. This represents the sixth review of compliance for this property and the sixth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2020 pay 2021. If approved, four years remain on the 10 year abatement.
12. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Indiana GROCERY GROUP (formerly known as SVT, LLC.), 2244-45<sup>th</sup> Avenue, Highland.** At its meeting of March 26, 2012, the Highland Town Council approved this application for **property tax abatement** upon the increase in assessed value in consequence of construction of a new building SVT, LLC Headquarters, 2244 45<sup>th</sup> Avenue, Highland, for a period of time **not to exceed ten (10) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of April 13, 2015, its second at its meeting of February 08, 2016, its Third review at its meeting of February 27, 2017 its fourth at its meeting of 26 February 2018 and its fifth at its meeting of 25 February 2019. The Town Council found the applicant in compliance at each meeting. This represents the sixth review of compliance for this property and the sixth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2020 pay 2021. If approved, four years remain on the 10 year abatement.
13. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Druktenis Realty, LP dba CIRCLE GMC/BUICK, 2440-45<sup>th</sup> Avenue, Highland.** At its meeting of July 19, 2010, the Highland Town Council approved this application for **property tax abatement** upon the increase in assessed value in consequence of conversion of existing building Circle GMC/Buick, 2404 45<sup>th</sup> Avenue, Highland, for a period of time **not to exceed ten (10) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of April 13, 2015, its second at its meeting of February 08, 2016, its Third at its meeting of February 27, 2017, its fourth at its meeting of 26 February 2018 and its fifth at its meeting 25 February 2019. The Town Council found the applicant in compliance at each meeting. This represents the sixth review of

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*compliance for this property and the sixth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2020 pay 2021. If approved, four years remain on the 10 year abatement.*

14. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Demand Real Results, LLC, dba SAFETY TRAINING SERVICES, INC., 8516 Henry Street, Highland.** *At its meeting of September 8, 2014, the Highland Town Council approved this application for **property tax abatement** upon the increase in assessed value in consequence of conversion of existing vacant building located at 8516 Henry Street, Highland, for a period of time **not to exceed ten (10) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review at its meeting of February 8, 2016, its second at its meeting of February 27, 2017, its third at its meeting of 26 February 2018 and its fourth at its meeting 25 February 2019. The Town Council found the applicant in compliance at each meeting. This represents **the fifth** review of compliance for this property and the fifth one that applies after filing with the Lake County Auditor. This review is for Taxing period 2020 pay 2021. If approved, five years remain on the 10 year abatement.*
  
15. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Nathan Damasius d.b.a. VYTO's Pharmacy 8845 Kennedy Avenue, Highland.** *At its meeting of March 28, 2016, the Highland Town Council passed Resolution No. 2016-14 approving this application and its terms for **property tax abatement** upon the increase in assessed value of \$1,070,900, as well as four new jobs and retention of six existing jobs all in consequence of construction of a new building, a Corporate HQ for VYTO's, for Medical Specialty and pharmacy on Kennedy Avenue for a period of time **not to exceed five (5) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council conducted its first review for compliance at its meeting of February 26, 2018 and its second review at its meeting of 25 February 2019. The Town Council found the applicant in compliance at each meeting. This is **the third** review for compliance by the petitioner of its terms in the application but the **second** one that applies after filing with the Lake County Auditor. This review is for Taxing period 2020 pay 2021. If approved, three years remain on the 10 year abatement.*
  
16. **Consideration of the Compliance with the Statement of Benefits as filed and represented by Evajo, L.L.C., d.b.a. Pramuk Dental Center, 2706 Highway Avenue, Highland.** *At its meeting of June 24, 2019, the Highland Town Council passed Resolution No. 2019-24 approving this application and its terms for **property tax abatement** upon the estimated increase in assessed value of \$960,000 to be a net value of \$102,000 as well as a new job and retention of three existing jobs, all in consequence of construction of a new building, at 2706 Highway Avenue, for a period of time **not to exceed five (5) calendar years**, according to the schedule in IC 6-1.1-12.1-4(d)(10), subject to continuing compliance with the statement of benefits, IC 6-1.1-12.1 et seq., and terms of the approving resolution. The Town Council is conducted its first review at this meeting. This is **the first** review for compliance by the petitioner of its terms in the application. This review is for Taxing period 2020 pay 2021. If approved, four years remain on the 5 year abatement.*
  
17. **Authorizing the proper officer to publish legal notice of a public hearing; Public Hearing to consider additional appropriations in the**

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amount of \$39,083 in the **Works Board Department of the Corporation General Fund** and in the amount of \$25,000 in the **Information Communications Technology Fund**.

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**NEW BUSINESS:**

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**Comments or Remarks from the Town Council:**  
**(Good of the Order)**

**Councilor Bernie Zemen**  
**Councilor Mark Herak**  
**Councilor Thomas Black**  
**Councilor Roger Sheeman**  
**Councilor Mark Schocke**

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**COMMENTS FROM THE PUBLIC or VISITORS**

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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**ACTION TO PAY**  
**Accounts Payable Vouchers**

Accounts payable vouchers February 25, 2020 to March 09, 2020 in the amount of **\$572,673.93**.  
Payroll dockets for the payday of January 31, 2020 in the amount of **\$336,690.93**; for the payday of February 14, 2020 in the amount of **\$225,331.99**; and for the payday of February 28, 2020 in the amount of **\$295,990.89**.

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**ADJOURNMENT**

The Town Council may meet in study session immediately following the Regular Meeting.  
*Posted pursuant to IC 5-14-1.5-4(a)*

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**Enrolled Minutes of the Fifth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Business Meeting  
Monday, February 24, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, January 13, 2020 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Pursuant to HMC Section 2.05.130(A)(2), the Town Council considered and reviewed the agenda in an informal proceeding. Once completed the Town Council moved to the plenary meeting.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Thomas Black reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. Councilor Bernie Zemen was absent. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** John P. Reed, Town Attorney; John M. Bach, Public Works Director; Peter Hojnicki, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner were present.

*Also present:* Larry Kondrat of the Board of Waterworks Directors; Michael Blejski of the Council of Community Events; and Ed Dabrowski IT Director (Contract) were also present.

*Guests:* Robin Carlascio of the Idea Factory and Past Town Councilor and Town Council President, Dominic Noce, were also present.

**Minutes of the Previous Meetings:** Councilor Black moved the approval of the minutes of the regular plenary meeting of 10 February 2020. Councilor Sheeman seconded, upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The minutes were approved.

**Special Orders:**

1. **Consideration of Proposed Additional Appropriations:** (non-controlled funds) Proposed Additional Appropriations in Excess of the 2020 Budget for the Information Communications Technology Fund, in the amount of \$50,000.

(a) **Attorney verification of Proofs of Publication:** The TIMES 12 Feb 2020. The Town Attorney indicated that the proofs of publication complied with the governing law, and were published at least 10 days before the hearing.

(b) **Public Hearing.** The Town Council President called the hearing to order. The following persons spoke:

1. Michael Blejski, Highland, asked for clarification regarding the proposed additional appropriation to cover purchase of copiers.
2. Mike Upchurch, Highland, after receiving clarification that the public hearing was confined to comments regarding the proposed additional appropriation, elected to wait for the general public comment section of the agenda.

There being no further comments, the Town Council President ended the hearing.

- (c) **Action on Appropriation Enactment No. 2020-13:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Information Communications Technology Fund, in the amount of \$50,000, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced Enactment No. 2020-13 and moved for its consideration at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak moved for the passage and adoption of Enactment No. 2020-13 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland  
Appropriation Enactment  
Enactment No. 2020-13**

**AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the INFORMATION AND COMMUNICATIONS TECHNOLOGY FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.**

**WHEREAS,** Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Information Communications Technology Fund;**

**WHEREAS,** It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

**NOW, THEREFORE BE IT ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Information Communications Technology Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

<b>INFORMATION COMMUNICATIONS AND TECHNOLOGY FUND</b>	
Acct. No. 030-0000-43009 Copiers/Scanners/Printers:	\$ 50,000.00
<i>Total Series</i>	\$ 50,000.00
<b>Fund Total:</b>	<b>\$ 50,000.00</b>

**Section 2.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

**Section 3.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of February 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 24<sup>th</sup> Day of February 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

**ATTEST:**  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

3. **Consideration of Proposed Additional Appropriations:** (controlled funds): Proposed Additional Appropriations in Excess of the 2020 Budget for the Municipal Cumulative Capital Development (MCCD) Fund in the amount of 44,364.00.
- (a) **Attorney verification of Proofs of Publication: The TIMES 12 Feb 2020.** The Town Attorney indicated that the proofs of publication complied with the governing law, and were published at least 10 days before the hearing.
  - (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The Town Council President closed the hearing.
  - (c) **Action on Appropriation Enactment No. 2020-14:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Municipal Cumulative Capital Development (MCCD) Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced Enactment No. 2020-14 and moved for its consideration at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Herak moved for the passage and adoption of Enactment No. 2020-14 at the same meeting of its introduction. Councilor Black seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

TOWN OF HIGHLAND  
APPROPRIATION ENACTMENT  
Enactment No. 2020-14

**An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Municipal Cumulative Capital Development Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.**

**WHEREAS,** Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Municipal Cumulative Capital Development Fund;**

**WHEREAS,** It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

**NOW, THEREFORE BE IT ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Capital Development Fund** and for the purposes herein specified, subject to the laws governing the same:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Increase the following:

055-0000-36010 Street Light Repair:	\$ 7,560.00
055-0000-39015 Election Expenses:	\$ 36,804.00
<i>Total 300Series:</i>	\$ 44,364.00

**TOTAL for the FUND:** \$ 44,364.00

**Section 2.** That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

**Section 3.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24<sup>th</sup> Day of February 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this 24<sup>th</sup> Day of February 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

**ATTEST:**

**Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO**  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Comments from Visitors or Residents:**

1. Larry Kondrat, Highland, expressed support for Resolution No. 2020-12, a resolution that if adopted would cancel the agreement between the S.J. Highland, LLC, The Town of Highland, Public Works Department, The Town of Highland Redevelopment Department and Griffland Center, regarding certain street construction associated with the prospective development of a Senior Residential Facility.
2. James L. Wieser, Attorney for S.J. Highland, LLC, spoke in opposition to Resolution No. 2020-12. Mr. Wieser stated that plans and a petition from S.J. Highland, LLC, to be placed before the Plan Commission had been filed earlier this day. He further stated that the agreement, which Resolution 2020-12 if adopted would cancel, is binding upon the town. Mr. Wieser stated that there was no obligation under the agreement that was not met by S.J. Highland, LLC. Mr. Wieser also stated that there was no basis for canceling the agreement.
3. Terry Fuqua, Highland, spoke in support of Resolution No. 2020-12. Mr. Fuqua stated he did not favor the construction of the Senior residential facility but instead favored the proposed site being used for single family residences.
4. Michael Blejski, Highland, spoke in support of Resolution No. 2020-12. Mr. Blejski stated he did not favor the use of eminent domain to seize property as allowed in the agreement that the resolution would cancel if adopted.
5. Michael Upchurch, Highland, spoke in support of Resolution No. 2020-12. Mr. Upchurch stated he was concerned about the impact of added taxes if the senior residential facility moved forward. Mr. Upchurch expressed opposition to the development.

There being no further public comment, the Town Council President closed the public comment portion of the meeting.

**Communications:**

1. Communication from the Census Complete Count Committee regarding its Implementation of the Action Plan.

The Town Council acknowledged the receipt of the communication from the Complete Count Committee as information and did not require it to be read aloud.

## HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE

### Town Council Staff Report- February 24<sup>th</sup> Meeting

The Highland 2020 Census Complete Count Committee is currently implementing the Action Plan developed at the end of 2019. Outreach to the community is taking place in many ways, including outreach to Highland schools, business community, veteran's organizations, churches and apartment complexes. These efforts will continue through April, first to raise awareness of the Census and secondly, to encourage and facilitate participation by Highland residents.

Upcoming activities include the following: a February 27<sup>th</sup> presentation to the Highland Kiwanis; a March article in *Gazebo Express*; a March presentation at the monthly Highland Griffith Chamber meeting; a message on the March water bills; a School Town of Highland Census contest by the Highland High School Social Studies Department; outreach to the Hampton-In-Highland apartment complex; and, a 2020 Census Bingo event on March 12<sup>th</sup> at the Highland Library. Similar additional activities will continue throughout March and into April.

I will be putting together a draft Proclamation prior to your March 16<sup>th</sup> study session for Town Council consideration at your March 23<sup>rd</sup> meeting.

The Census will begin in March. Beginning on March 12<sup>th</sup>, the US Census Bureau will start sending out their first mailer to all known Highland addresses. This first mailing will include an individualized address ID and will invite a response to the Census survey online. Subsequent reminders will be sent out by the Census Bureau until the end of April, after which in-person visits by Census workers will begin for those Highland residents that did not respond. The 2020 Census is the first to allow response online. However, while online participation is being emphasized, everyone will have the option to complete the form either online (including through use of a smart phone), by mail or by phone.

I have been working with Highland Park Superintendent Alex Brown and Highland's IT consultant, Ed Dabrowski, in order to use the Lincoln Center lobby as a kiosk site on April 1<sup>st</sup>, which is Census Day. While some details need to be finalized, the idea of the kiosks, not only this one but also computer access opportunities that the School Town of Highland and the Highland Library are providing, is to provide internet access to those who may have difficulty accessing the Census site or do not have computer technology and want to still respond online. There is no cost involved: Ed Dabrowski would furnish the desktop computers to be used and the site would be staffed by a volunteer. I will have more details in subsequent reports.

Respectfully submitted,  
Lance Ryskamp- Co-Chair

## Appointments:

### *Legislative Appointments*

#### Home Rule Commissions

#### **1. Board of the Main Street Bureau of the Redevelopment Department:**

- (A) Consider the resignation of D. Van Ramshorst, tendered not in writing but verbally at the meeting of the Board of February 6, 2020. (*HMC Section 14.14.040 notes that members serve at pleasure of appointing authority. IC 5-8-3.5 directs that notices of resignation must be presented to the appointing authority, in this case the Town Council. Further, pursuant to IC 5-8-4 et seq., no right of withdrawal once resignation is tendered without permission of appointing authority.*)

Councilor Sheeman and the Redevelopment Director offered a brief survey regarding a recent meeting of the Main Street Bureau in which Mr. Van Ramshorst, expressed dissatisfaction with the Redevelopment Director and her policy guidance. In the course of this expression he departed the meeting communicating his intention to end his service on the Main Street Bureau.

The Town Attorney then counseled what the guidance of IC 5-8, chapters 3.5 and 4, the resignation instructed. The Town Council, as the appointing authority, would

not need to take any action regarding any resignation once it is communicated to the appointing authority.

Under general consent, the Town Council acknowledged the resignation.

**General Orders and Unfinished Business:**

- 1. Resolution No. 2020-12:** A Resolution Cancelling The Agreement Among and Between S. J. Highland, LLC, An Iowa Limited Liability Company, Griffland Center, Inc., An Indiana Corporation, The Town Of Highland, Public Works Department and The Town Of Highland Redevelopment Department, Concerning A Senior Housing Project. *(At a special meeting of the Town Council convened September 30, 2019, the Town Council passed and adopted Resolution No. 2019-41, which approved an agreement between S.J. Highland, LLC, (Developer), Griffland Center, Inc., the Town of Highland Public Works Department, and the Town of Highland Redevelopment Department Concerning a Senior Development Project.)*

Councilor Black moved the passage of the initial resolution but before it was seconded, the Town Council President discerned that no second was forthcoming. A colloquy ensued in which it was noted that the Town adopted Robert's Rules of Order as its parliamentary authority. It was further noted that while it is advisable and customary for the Town Council President to vacate the chair, if the President wished to make motions or second, the President does not lose rights as a member of the Town Council when elected as its President.

Noting that the Town Council Vice President was absent, The Town Council President then tried to appoint a president pro tempore, asking Councilors Herak and Sheeman, both of whom declined the appointment. The Town Council President elected not to operate under HMC Section 2.05.160. The Town Council President then seconded the motion as indicated.

*Motion.* Councilor Black moved to adopt Resolution No. 2020-12. The Town Council President seconded.

With leave from the Town Council, a colloquy between and among the members of the Town Council occurred regarding Resolution No. 2020-12 before action on its disposition and a proposed amendment to it. The discussion included acknowledgment of meetings conducted by councilors and councilors-elect, before they took office to be informed regarding the pending matter of the proposed senior housing facility as a development. It also included the prospects of added revenue to the sewage utility as Strack and Van Til's retail grocer would be disconnected from the Town of Griffith sewage utility and connected to Highland's.

The discussion included a consideration of the status of the existing agreement that the pending resolution would cancel. It was noted that the agreement was in force until an "event of default". Upon invitation by the Council, the Town Attorney opined that the withdrawal of the petition by the developer S. J. Highland, LLC could be an "event of default."

The discussion further included an objection by Councilor Herak that the resolution was placed on the agenda before it was discussed by the Town Council at a study session. It was further noted that HMC Section 2.05.090 (E), authorized the Town Council President to review and approve matters for placement on the meeting agenda. Councilor Herak noted after a review of Plan Commission minutes that it seemed that the developer was assured that a withdrawal would not create any penalty for the developer to refile.

The Town Council President offered that among his objections to the senior residential facility development were the costs to the Town and the inclusion in the development agreement a clause allowing the use of eminent domain.

Councilor Herak expressed concern whether cancelling the agreement would expose the Town to undue liability.

Councilor Black suggested that the matter be delayed until the next meeting for further consideration.

The Town Council President moved to amend the pending resolution, by striking the all the enrolled language in the last preamble after the words "given that" and replacing it with "S. J. Highland, LLC, An Iowa Limited Liability Company is in material breach;" Councilor Black seconded. Upon a roll call vote, there were two affirmatives and two negatives, with Councilors Black and Schocke voting in the affirmative and Councilors Herak and Sheeman voting in the negative, and the Clerk-Treasurer indicating that he would not exercise his prerogative to act as an *ex-officio* member of the Town Council for the purpose of breaking a tie, pursuant to IC 36-5-2-8 and HMC Section 2.05.120, the motion did not pass. The amendment was not adopted.

The motion to adopt Resolution No. 2020-12, was in order. Upon a roll call vote, there were two affirmatives and two negatives. With Councilors Black and Schocke voting in the affirmative and Councilors Herak and Sheeman voting in the negative, and the Clerk-Treasurer indicating that he would not exercise his prerogative to act as an *ex-officio* member of the Town Council for the purpose of breaking a tie, pursuant to IC 36-5-2-8 and HMC Section 2.05.120, the motion did not pass. The resolution was not adopted.

*Scrivener note:* After the motions described above, the Town Council President directed that the roll calls commence, and did not entertain other motions. Pursuant to HMC Section 2.05.230, once a roll call in underway, debate is considered ended.

2. **Resolution No. 2020-15:** A Resolution Authorizing and Approving a Perpetual Easement Agreement by and between the State of Indiana, through the Little Calumet River Basin Development Commission and the Town of Highland, through its Town Council, all pursuant to IC 14-13-2 *et sequitur*.

Councilor Herak moved the passage and adoption of Resolution No. 2020-15. Councilor Black seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND  
RESOLUTION NO. 2020-15

**A Resolution Authorizing and Approving a Perpetual Easement Agreement by and between the State of Indiana, through the Little Calumet River Basin Development Commission and the Town of Highland, through its Town Council, all pursuant to IC 14-13-2 et sequitur.**

WHEREAS, The Town of Highland, a municipality in the State of Indiana, does hold title to certain real estate, which is further described as follows:

Parcel No. 45-07-16-476-001.000-026

PART OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 36 NORTH, RANGE 9 WEST OF THE SECOND PRINCIPAL MERIDIAN, LAKE COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 16-36-9; THENCE NORTHERLY ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER OF SECTION 16-36-9, NORTH 00° 17' 48" EAST, 719.88 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 16-36-9, AND THE POINT OF BEGINNING; THENCE

CONTINUING ALONG SAID WEST LINE, NORTH 00°17'48" EAST, 430.22 FEET; THENCE SOUTH 89°42'13" EAST, 166.60 FEET; THENCE SOUTH 00°17'48" WEST, 159.35 FEET; THENCE NORTH 89°42'13" WEST, 146.60 TO A POINT 20 FEET EASTERLY OF SAID WEST LINE, BY PERPENDICULAR MEASUREMENT; THENCE, SOUTH 00°17'48" WEST, 270.97 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTH EAST QUARTER OF SECTION 16-36-9; THENCE WESTERLY ALONG SAID NORTH LINE, NORTH 89°25'30" WEST 20.00 FEET TO THE POINT OF BEGINNING, CONTAINING .073 ACRES MORE OR LESS.

Parcel No. 45-07-16-476-002.000-026

PART OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 36 NORTH, RANGE 9 WEST OF THE SECOND PRINCIPAL MERIDIAN, LAKE COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 16-36-9; THENCE NORTHERLY ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 16-36-9, NORTH 00°17'48" EAST, 719.88 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 16-36-9; THENCE EASTERLY ALONG SAID NORTH LINE, SOUTH 89°25'30" EAST, 20.00 FEET; THENCE SOUTH 00°17'48" WEST, 719.93 FEET TO THE SOUTH LINE OF SAID SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER; THENCE WESTERLY ALONG SAID SOUTH LINE, NORTH 89°17'36" WEST, 20.00 FEET TO THE POINT OF BEGINNING, CONTAINING 0.33 ACRES MORE OR LESS.

Parcel No. 45-07-15-351-003.000-026

PART OF OUTLOT B IN HOMESTEAD GARDENS MASTER ADDITION, AS PER PLAT THEREOF RECORDED IN PLAT BOOK 34, PAGE 03 IN THE OFFICE OF THE RECORDER OF LAKE COUNTY, INDIANA, BEING A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 36 NORTH, RANGE 9 WEST AND PART OF NORTHWEST QUARTER OF SECTION 22, TOWNSHIP 36 NORTH, RANGE 9 WEST OF THE SECOND PRINCIPAL MERIDIAN, LAKE COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEASTERLY CORNER OF SAID OUTLOT B; THENCE NORTHERLY ALONG THE EASTERLY LINE OF SAID OUTLOT B, NORTH 00°32'49" WEST, 4.44 FEET TO THE POINT OF BEGINNING; THENCE NORTH 75°43'23" WEST, 91.33 FEET; THENCE NORTH 11°04'36" EAST, 31.70 FEET; THENCE NORTH 71°01'30" WEST, 84.40 FEET; THENCE NORTH 20°34'03" EAST, 44.81 FEET; THENCE SOUTH 71°01'30" EAST, 83.13 FEET; THENCE SOUTH 10°21'37" WEST, 20.35 FEET; THENCE SOUTH 72°37'54" EAST, 74.42 FEET TO THE EASTERLY LINE OF SAID OUTLOT B; THENCE SOUTHERLY ALONG SAID EASTERLY LINE, SOUTH 00°32'49" EAST, 53.77 FEET TO THE POINT OF BEGINNING CONTAINING 0.19 ACRES, MORE OR LESS.

Parcel No. 45-07-17-478-004.000-026

Parcel No. 45-07-17-478-005.000-026

LOTS 1 & 2 IN WICKER PARK MANOR, AS PER PLAT THEREOF, RECORDED IN PLAT BOOK 15, PAGE 12 IN THE OFFICE OF RECORDER, LAKE COUNTY, INDIANA, CONTAINING 0.31 ACRES, MORE OR LESS.

**WHEREAS,** The Little Calumet River Basin Development Commission is a public body corporate and politic of the State of Indiana capable of entering into and fulfilling the requirements of a nonfederal interest (as defined by 42 U.S.C. 1962d-5b);

**WHEREAS,** The State of Indiana, through the Little Calumet River Basin Development Commission, has presented an agreement which provides for a perpetual easement to be granted by the Town of Highland as Grantor, to the State of Indiana, Little Calumet River Basin Development Commission as Grantee, in support to construct, reconstruct, alter, rehabilitate, maintain, repair, operate, patrol, and replace a pump station, including all appurtenances thereto along the area involving the easements related to its responsibilities associated with the Little Calumet River Basin Flood Control Project;

**WHEREAS,** The Town of Highland, as a political subdivision of the State, may, upon the terms and conditions that the proper authorities of the Town and the State of Indiana through the Little Calumet River Basin Development Commission consider reasonable and appropriate, lease, lend, grant, or convey to the commission, at the commission's request, real or personal property, including an interest in the property, owned by the entity that is necessary or convenient to achieving the purposes of IC 14-13-2, all pursuant to IC 14-13-2-14, and;

**WHEREAS,** The Town of Highland, through its Town Council, now wishes to authorize and approve such a perpetual easement on the property herein described,

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Town Council of the Town of Highland Lake County, Indiana as follows:

**Section 1.** That the Town of Highland, through its Town Council, does hereby grant a Perpetual and Assignable Easement and right-of-way to the State of Indiana, Little Calumet River Basin Development Commission, for One Dollar (\$1.00) and other good and valuable consideration, according to the terms of an Easement Agreement which is hereby adopted and incorporated by reference to this resolution;

**Section 2.** That Town of Highland, through its Town Council, finds and determines that the Easement Agreement Terms are reasonable and appropriate and hereby approves and ratifies the Easement Agreement in each and every respect;

**Section 3.** That the Town of Highland, through its Town Council hereby further finds and determines that the grant of the perpetual assignable easement will promote the general health and welfare of citizens of Indiana, will provide for the creation, development, maintenance, administration, and operation of park, recreation, marina, flood control, and other public works projects and otherwise is made in support of the purposes of IC 14-13-2-4, all pursuant to IC 14-13-2-14;

**Section 4.** That the Town of Highland, through its Town Council hereby authorizes the Town Council President to execute the Easement Agreement by his signature as thereto attested by the Clerk-Treasurer.

**HEREBY RESOLVED and ADOPTED** this 24<sup>th</sup> Day of February 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

*The accompanying agreement and exhibits are on file with Office of the Clerk-Treasurer*

**Comments from the Town Council:**

*(Good of the order)*

- **Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen was absent.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison* • *Public Works Liaison.*

Councilor Herak acknowledged Ms. Sandy McKnight, a volunteer organizing the display of honorific banners for Veterans. Councilor Herak invited sponsors for the banners or persons interested in purchasing one to honor veterans. Councilor Herak commended her for the effort.

Councilor Herak acknowledged the Building Commissioner, who proffered a survey of matters pending before the Plan Commission and the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Police Chief who thanked all who supported the department's acquisition of equipment to assist officers encountering special needs children.

Councilor Herak acknowledged the Fire Chief who offered a survey of responses and incidents to which the department responded.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners* • *Liaison to the Board of Waterworks Directors.*

Councilor Black acknowledged the Redevelopment Director who reported that the newly appointed Redevelopment Commission participated in a recent orientation.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison • Liaison to the Community Events Commission • Information Technology Liaison • Redevelopment Commission Liaison • Tree Board liaison.*

Councilor Sheeman had no further comments for this meeting.

- **Councilor President Mark Schocke:** *Town Executive • Chair of the Board of Police Pension Trustees • Park and Recreation Liaison.*

The Council President acknowledged the Parks and Recreation Superintendent who reported on the forthcoming concert by the Community Band, noting that its conductor and the band would be marking its thirtieth anniversary this year. The parks and Recreation Superintendent further reported that area parks and recreation departments agreed to sponsor a program on WJOB for Parks matters beginning March 11.

The Town Council President expressed his disappointment that Resolution no. 2020-12 did not pass.

#### **Comments from Visitors or Residents:**

1. Brandon Dothrager, Highland, expressed concern regarding the matter involving Mr. Van Ramshorst as a member of the Main Street Bureau. Mr. Dothrager also expressed his belief that Councilor Sheeman campaigned against the proposed senior residential facility development.
2. Larry Kondrat, Highland, sought clarification regarding details of the developer agreement that was not canceled by Resolution No. 2020-12. Mr. Kondrat stated he opposed corporate subsidies.
3. Michael Blejski, Highland commented on the matter involving Mr. Van Ramshorst's membership on the Main Street Bureau. Mr. Blejski stated that Mr. Van Ramshorst's taking leave from the Main Street Bureau involved his objection to a fee for a band slated to perform at a Main Street event.
4. Terry Fuqua, Highland, sought clarification regarding what units of government were affected by Meijer's property tax appeal that resulted in a refund. Mr. Fuqua expressed disappointment in businesses filing these appeals. Mr. Fuqua further expressed his opposition to the Cardinal Campus Development on Main Street in Highland and his understanding of the monetary incentives for the development.
5. Michael Upchurch, Highland, asked whether the Town could treat the senior residential facility development agreement that was the subject of Resolution 2020-12 as closed since the developer has refiled the petition.
6. Terry Fuqua, Highland asked why abatements were granted to Strack and Van Til's and expressed further disappointment in proposed incentives that he believed to be for Strack and Van Til's in the development agreement that was the subject of Resolution No. 2020-12.
7. Lydia \_\_\_\_\_ Highland, asked about the next steps involving the proposed senior residential facility based upon the re- filing by the developer with the Plan Commission. She expressed her opposition to the development.

8. Janelle Scheeringa, Highland, noted that Scheeringa Farms would participate in a fundraiser to support the Veterans' honorific banners initiative, being organized by Sandra McKnight.

**Payment of Accounts Payable Vouchers.** There being no further comments from visitors or residents, Councilor Herak moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **February 11, 2020 through February 24, 2020**. Councilor Black seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$349,821.88; Motor Vehicle Highway and Street (MVH) Fund, \$82,967.08; Local Road and Street Fund, \$7,165.58; Law Enforcement Continuing Education, Training, and Supply Fund, \$2,146.92; Hazardous Materials Response Fund, \$198.60; Information and Communications Technology Fund, \$5,889.27; Municipal Cumulative Capital Development Fund, \$7,148.00; Traffic Violations and Law Enforcement Agency Fund, \$1,750.00; Public Safety Local Income Tax Fund, \$18,010.54; Total: \$475,097.87.**

**Adjournment of Plenary Meeting.** Councilor Herak moved that the plenary meeting be adjourned. Councilor Black seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, February 24, 2020 was adjourned at 8:15 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

Approved by the Town Council at its meeting of \_\_\_\_\_, 2020.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

**TOWN OF HIGHLAND**  
**PROCLAMATION OF the TOWN EXECUTIVE**

**A PROCLAMATION IN RECOGNITION OF MARCH AS DISABILITY AWARENESS MONTH**

**Whereas**, The month of March 2020 has been designated as "*Disability Awareness Month*" by the Governor of the State of Indiana in order to celebrate and recognize people with developmental disabilities; and,

**Whereas**, Disability is a natural part of the human experience and in no way diminishes the right of individuals with developmental disabilities to live independently, enjoy self-determination, make choices, contribute to society and experience in full the economic, political, social, cultural and educational mainstream of American society; and

**Whereas**, Family members, friends and members of the community can play a central role in enhancing the lives of people with developmental disabilities especially when the family and community are provided with necessary support services and public and private employers are aware of the capabilities of people with developmental disabilities to be engaged in competitive work in inclusive settings; and,

**Whereas**, The goals of this municipality and state properly include providing individuals with developmental disabilities the opportunities and support to make informed choices and decisions, live in homes and communities where such individuals can exercise their full rights and responsibilities as citizens, pursue meaningful and productive lives, contribute to their family, community State and Nation, have interdependent friendships and relationships with others, and achieve full inclusion in society,

**Now, Therefore, I, Mark Schocke**, by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Lake County, Indiana, now hereby proclaim the month of March 2020, as

***Disability Awareness Month***

in the Town of Highland;

**Be it Further Proclaimed**, That the citizens of Highland are hereby called upon to observe the month with appropriate programs and activities; and,

**Be it Still Further Proclaimed**, That the citizens of Highland are hereby encouraged *to seek counsel and input from any person or group with knowledge and expertise in matters concerning disabilities.*

**In Witness Whereof**, I have hereunto set my hand and caused the Corporate Seal to be affixed at the Highland Municipal Building this 9<sup>th</sup> day of March in the year, 2020.

**TOWN of HIGHLAND, INDIANA**  
**BY ITS TOWN COUNCIL PRESIDENT**

\_\_\_\_\_  
Mark J. Schocke

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
**Clerk-Treasurer**

(Print optimized at 75%)

February 28, 2020

Clerk-Treasurer Griffin  
3333 Ridge Road  
Highland, IN 46322

Dear Mr. Griffin,

On the night of February 24, 2020, while attending a sign language class, I received a message from someone I had met briefly, once, stating that I was being discussed at the Town Council meeting. The conversation seemed incomplete to him, so he asked if there was anything that he could say in my defense. Then, through the wonders of technology, I was able to watch my character assassination via the live stream. I was not told that this discussion was going to happen. I don't believe that it was in the original agenda. Although my family needs to be at these ASL classes (my youngest needs ASL to communicate), I would have made arrangements to attend.

What I saw deeply disturbed me. The HMS meeting on February 6th was tense. I felt strongly, as several other HMS members did, about us not paying a little known performer \$2000 for 90 minutes of music (last year's budget allowed \$150 per performance). To me, hiring this artist, represented Kathy Deguilo-Fox seizing control over the creative decisions made by HMS members, and yes, it was an issue that I was willing to resign over. I wasn't truly agitated until Councilman Sheeman and Kathy provoked me. I left before it escalated further. I never swore, I never stooped to name-calling, I never threatened. I tried to leave earlier, but Councilman Sheeman took that opportunity to further question whether or not I cared about my town or the other volunteers in the room. After the meeting, Councilman Sheeman approached my wife, who is also a part of Highland Main Street, and asked her to "Get me back".

My wife did just that. On February 9<sup>th</sup> I emailed Lance and Dawn to inform them that I wished to stay on with HMS. This email was completely misrepresented at February's Town Council meeting; making it sound like I planned to act out in an almost vicious manner; as though I am some violent criminal with a short fuse. My initial email, in its entirety, is as follows:

Sooo, I have been thinking a lot (too much) about HMS over the last few days. I would like to stay on. Lance, I am sorry if Thursday night has put you in an awkward position. I can't say I am sorry for what was said, and if Kathy continues to steamroll issues, and if Roger continues to patronize us- I can't guarantee that there won't be friction in the future. But I care very deeply about the group, my town, and the projects that we have continued, adapted and started.

Sincerely, J Douglas Van Ramshorst

Many people in the HMS meetings feel that Kathy indeed "steamrolls" plans and actions. At the Town Council meeting last night, she stated that the email included the phrase "jam things down their throat"-choosing hyperbolic and violent imagery. This was her phrase, not mine. Many people would also agree that Roger speaks to HMS, a room full of professional adults, in a patronizing manner. He continues to do this in plain view at Town Council meetings.

Lance replied back in a prompt manner, stating that "You will need to reach out to her (Kathy) on the subject of staying on and whatever dialogue that requires on her end." So I reached out to Kathy on February 10th. This is my email in its entirety:

Kathy, After giving things a lot of thought this weekend, I would like to stay on with Highland Main Street.

Sincerely, J Douglas Van Ramshorst

This was the last communication that I sent. I never received a reply. I was not told that I needed to apologize. I was never told that there would be discussion at the next Town Council meeting. At this point, I am beyond wanting to be back with HMS. I am more concerned with the manner in which my reputation was publicly tarnished, in front of my fellow townspeople, in the public record, and available online to anyone in perpetuity. From the way it was portrayed at last night's Council meeting, I seem like a deprived, ne'er-do-well that is likely to pop off at the drop of a hat.

I could provide witnesses from the HMS meeting that would say that I was not threatening or disrespectful. In my email to Lance, I stated that there would be "friction" if Kathy and Councilman Sheeman continued their behavior. "Friction" is normal in any meeting. There has been friction, not involving me, at several HMS meetings. There has been friction, not involving me, at every Town Council meeting I have ever attended.

I moved back to NW Indiana after 12 years in central Illinois and Chicago to raise my family. My wife and I joined HMS to bring more art and life into our downtown. I am currently attending grad school at PNW to better serve our community. I have been working for non-profits, specializing in the care of homeless individuals for over 15 years. I am a governing member of the National Health Care for the Homeless Council. Locally and nationally, I sit on several committees for non-profit groups and have never had any "behavioral" issues. In my 26 year work history, I have never been fired or even reprimanded for my behavior. I could provide scores of character witnesses attesting that my calm demeanor and professional acumen are quite contrary to the depiction set forth by Councilman Sheeman and Kathy Deguilio-Fox. To have my character attacked falsely in open, recorded conversation with no opportunity to defend myself; to be sketched as some kind of monster and to have Councilman Schocke (who was only going by Kathy's skewed description) say that he "would have expected more as an appointee of the town to conduct themselves in a more professional way at a public meeting"; to have Kathy and Councilman Sheeman say untrue things even though they were purposely provoking me (Councilman Sheeman admitted that he was provoking me in order to "see what I would do"); to be dismissed by the Council based on hearsay and not fact, is truly painful to me.

I will be at the March Town Council meeting. I would like this matter to be added to the agenda, the record corrected, and an apology from the Council for this mischaracterization. Please feel free to contact me via email (johndouglas37@gmail.com), phone (773-573-5740), or by mail (3236 Garfield Ave).

Sincerely,



J. Douglas Van Ramshorst

## **HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE**

### **Town Council Staff Report- March 9th<sup>th</sup> Meeting**

Upcoming activities include the following: a March article in *Gazebo Express*; a March 10<sup>th</sup> presentation at the monthly Highland Griffith Chamber meeting; a message on the March water bills; a School Town of Highland Census contest by the Highland High School Social Studies Department; outreach to town departments for Census messages to be placed on marquees and the sharing of social media posts on the Census and, a 2020 Census Bingo event on March 12<sup>th</sup> at the Highland Library.

Also, Lamar sign company is offering free of charge use of their billboards, as space is available, to all of the Lake County communities they service. I have already made arrangements with Lamar to begin that in Highland. There will also be Census billboard messages at the site on north Indianapolis Blvd. from March 24<sup>th</sup> through March 31<sup>st</sup>.

I forwarded a draft Proclamation a couple of weeks ago for Town Council consideration at your March 23<sup>rd</sup> meeting. If there are any changes required, or the need for discussion, please let me know.

**Beginning this Thursday, March 12th**, the US Census Bureau will start sending out their first mailer to all known Highland addresses. This first mailing will include an individualized address ID and will invite a response to the Census survey online. Subsequent reminders will be sent out by the Census Bureau until the end of April, after which in-person visits by Census workers will begin for those Highland residents that did not respond. The 2020 Census is the first to allow response online. However, while online participation is being emphasized, everyone will have the option to complete the form either online (including through use of a smart phone), by mail or by phone.

I have been working with Highland Park Superintendent Alex Brown and Ed Dabrowski, in order to use the Lincoln Center lobby as a kiosk site on April 1<sup>st</sup>, which is Census Day. I am meeting with Alex and Ed on March 10<sup>th</sup> to finalize details. It will likely be held in the morning hours to take advantage of the workout traffic at the Fitness Center. The School Town of Highland and the Highland Library are also providing access to the internet to those who may have difficulty accessing the Census site or do not have computer technology and want to still respond online. There is no cost involved: Ed Dabrowski would furnish the desktop computers to be used and the site would be staffed by a volunteer. I will forward final details in my next report.

Respectfully submitted,  
Lance Ryskamp- Co-Chair

Building Report February, 2020

PERMIT TYPE	#	Res.	Comm.	Est. Cost	Fee Collected
Commercial Buildings	3	0	3	\$ 117,205.00	\$ 2,510.50
Comm. Additions/Remodel	0	0	0	\$ -	\$ -
Signs	5	0	5	\$ 38,903.00	\$ 1,368.50
Single Family	0	0	0	\$ -	\$ -
Duplex/Condo	0	0	0	\$ -	\$ -
Residential Additions	0	0	0	\$ -	\$ -
Residential Remodeling	41	41	0	\$ 440,192.00	\$ 9,475.00
Garages	0	0	0	\$ -	\$ -
Sheds	0	0	0	\$ -	\$ -
Decks & Porches	0	0	0	\$ -	\$ -
Fences	5	5	0	\$ 25,716.00	\$ 803.50
Above/In ground pools	0	0	0	\$ -	\$ -
Drain Tile/Waterproofing	4	4	0	\$ 39,018.00	\$ 959.50
Misc (road cuts)	0	0	0	\$ -	\$ -
<b>Total Building Permits</b>	<b>58</b>	<b>50</b>	<b>8</b>	<b>\$ 661,034.00</b>	<b>\$ 15,117.00</b>
<b>Electrical Permits</b>	<b>17</b>	<b>14</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 2,061.00</b>
<b>Mechanical Permits</b>	<b>16</b>	<b>11</b>	<b>5</b>	<b>\$ -</b>	<b>\$ 1,538.00</b>
Plumbing Permits	8	6	2	\$ -	\$ 1,078.90
Water Meters	2	1	1	\$ -	\$ 1,175.50
Water Taps	0	0	0	\$ -	\$ -
Sewer/Storm Taps	0	0	0	\$ -	\$ -
<b>Total Plumbing Permits</b>	<b>10</b>	<b>7</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 2,254.40</b>

February 2020 Code Enforcement: 161 Investigations and 9 Citations were issued.

Inspections done for the month of February 2020 were as follows: 39 Building Inspections, 14 Plumbing Inspections, 15 HVAC and 25 Electrical Inspections. There were 2 Electrical Exams given.

Submitted By:



Kenneth J. Mika

**HIGHLAND FIRE DEPARTMENT**  
**Monthly Report • February 2020**

<u>Type of Call</u>	<u>Month</u>	<u>1<sup>st</sup> half of year</u>	
General Alarms	9	17	
Paid Still Alarms	30	54	
Still Alarms	5	12	
<hr/>			
Total Alarms YTD	44	83	83 Calls

**2020**  
**TOWN OF HIGHLAND INJURIES FOR THE MONTH**  
**FEBRUARY**

CASE	DATE	DEPARTMENT	DESCRIPTION	Record Only No Med Treatment	OSHA Recordable	Not OSHA Recordable	Filed with WC Insurance
	OF INJURY						
			NO INJURIES FOR THE MONTH				

RO = Record Only

DEPARTMENT	INJURIES	YEAR TO	TOTAL	RESTRICTED	LOST DAYS	RESTRICTED	LOST DAYS
	THIS MONTH	DATE	2019	DAYS THIS YEAR	THIS YEAR	DAYS 2019	2019
PARK & REC						0	0
FIRE			1			0	0
POLICE			4			0	0
STREET			1			0	0
WATER/SEWER			5	31		0	0
MAINTENANCE			1			14	2
OTHER			1			0	0
<b>TOTALS</b>	0	0	13	31	0	14	2

Effective January 1, 2002 OSHA changed the recordkeeping guidelines. We now count the number of days lost from the day after the injury until the employee returns to work. Weekends, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days

**ORDINANCE NO. 1712  
OF THE  
TOWN OF HIGHLAND, INDIANA**

**AN ORDINANCE TO AMEND AND THE COMPENSATION, BENEFITS AND PERSONNEL PROGRAM OF THE MUNICIPALITY, KNOWN AS THE COMPENSATION AND BENEFITS ORDINANCE, COMMONLY CALLED THE MUNICIPAL EMPLOYEE HANDBOOK ALL PARTICULARLY REGARDING THE FLEXIBLE SPENDING ACCOUNT AS PART OF THE SECTION 125 PLAN AND REPEALING PRIOR ORDINANCES AND ENACTMENTS IN CONFLICT THEREWITH, PURSUANT TO IC 36-1-3 AND OTHER RELEVANT STATUTES.**

**WHEREAS,** The Town Council is the fiscal and legislative body of the Town of Highland;

**WHEREAS,** IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

**WHEREAS,** IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

**WHEREAS,** IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

**WHEREAS,** IC 5-10 in several pertinent chapters further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

**WHEREAS,** IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

**WHEREAS,** The Town Council has determined that an amendment of a program for compensation, benefits and personnel management for its public workforce, particularly regarding group insurance premiums paid by workers would be of benefit to support and carryout the public purposes of the municipality; and,

**WHEREAS,** The Town Council of the Town of Highland, as the town legislative body also desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2019 and thereafter as amended;

**WHEREAS,** The Town Council now desires to make such an amendments,

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the established compensation, benefits and personnel program of the municipality pursuant to and consistent with the provisions of the relevant governing law is found and determined to require certain modification;

**Section 2.** That the ordinance, with the short title styled as styled as the “Compensation and Benefits Ordinance” and commonly called Municipal Employee Handbook is hereby amended revising **Section § 4.09** to read as follows:

**§ 6.03.02 IRC Section 125 “Flex Plan”**

The Town of Highland will provide a “~~full flex~~” **limited cafeteria** plan pursuant to and as outlined in § 125 of the Internal Revenue Code. The plan will provide for conversion of employee premiums for group health insurance provided by the Town as employer. **It will provide for a dependent care reimbursement account.** ~~It will further provide for election by covered employees and officials to convert a medical reimbursement account and a dependent care reimbursement account.~~ The governing body may from time to time adopt third party services agreements to carry out portions of the plan. Details of the plan shall be maintained as a plan document and retained on file.

**Section 3.** The flexible spending medical reimbursement account provisions in full force and effect at the time of this ordinance introduction, passage and adoption, will remain in force through January 31, 2021. Following this date the plan will no longer offer the medical reimbursement feature, subject to any lawful grace period provided in the IRC Section 125.

**Section 4.** That amendments adopted by the passage of this ordinance, in its substantive parts shall be compiled into a complete and simplified version, excluding its preambles or formal recitals, featuring a cover and brief narratives regarding the municipality and inserted in to a presented in handbook or similar form, to be distributed to employees and officers of the municipality and may be referred to as the *Employee Handbook*;

**Section 5.** That this ordinance is to be construed as a companion ordinance complimentary to any ordinance passed from time to time establishing wages and rates of pay and known as the salary ordinance;

- (a) That this ordinance shall be effective to the extent that it is not in conflict with Federal or State law;
- (b) That all other ordinances and resolutions related to the subject matter of this ordinance and not in conflict with its provisions, and the enabling instruments dealing with wellness programs, remain in full force and effect;
- (c) That all other ordinances and resolutions in conflict with the provisions of this ordinance are hereby repealed and have no further force or effect;

**Section 6.** That this ordinance shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 27<sup>th</sup> day of January 2020. Consideration on same day or at same meeting of introduction was not sought, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this \_\_\_\_ Day \_\_\_\_\_ 2020 by the

Ordinance No. 1712

Page 2 of 3

Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, Lake County, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**ORDINANCE No. 1714  
of the  
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to AMEND CHAPTERS 10.30 AND 10.35 of the HIGHLAND MUNICIPAL CODE RELATING to MOTOR VEHICLES and TRAFFIC, PROVIDING for the ENFORCEMENT THEREOF, REPEALING ALL ORDINANCES in CONFLICT THEREWITH, and DECLARING an EMERGENCY**

**WHEREAS**, The Traffic Safety Commission has conducted a study and investigation as to the amendments to Chapter 10.30, and Chapter 10.35 of the Highland Municipal Code within the Town of Highland;

**WHEREAS**, The Traffic Safety Commission at meetings convened on February 6, 2018, November 6, 2018, April 2, 2019 and August 7, 2019 considered and then did vote to recommend certain amendments to the Highland Municipal Code particularly regarding additions to the Traffic Schedules, and the Parking Schedules;

**WHEREAS**, I.C. 9-21-1 *et sequitur* authorizes the Town of Highland, through its Town Council as a local authority to adopt local regulations regarding traffic; and

**WHEREAS**, I.C. the Town Council is interested in amending the appropriate Traffic and Parking Schedules to protect the public health, safety and welfare with regard to traffic and parking control; and

**WHEREAS**, It would be and is in the best interest of the Town of Highland, and in the best interest of the public health and safety to amend the following section of the Highland Municipal Code,

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That Section **10.30.010**, Schedule I "*Traffic Control Signals at intersections*" of the Highland Municipal Code be amended by **adding to the existing schedule the** following:

<b>Intersection</b>	<b>Ord. No.</b>	<b>Date Passed</b>
Prairie Avenue and Main Street	1714	
Main Street at the Target Retail Store Enter/exit access point	1714	

**Section 2.** That Section **10.35.020** Schedule II "*Parking for persons with disabilities*" of the Highland Municipal Code be amended by **adding to the existing schedule the** following:

<b>Street or place</b>	<b>Location</b>	<b>Ord. No.</b>	<b>Date Passed</b>
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Duluth Street	7927 Duluth Street	1714	
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**Section 3.** That Section **10.35.040**, Schedule III "*Parking Prohibited at all Times*" of the Highland Municipal Code be amended by **adding to the existing schedule the** following:

Street	Location	Side	Ord. No.	Date Passed
Prairie Avenue	200 feet north of Whispering Oaks Court on Prairie Avenue running to Main Street	West side	1714	

**Section 4.** That the proper officer be hereby directed to erect appropriate signs, properly citing the traffic or parking regulation herein, to support the enforcement of the provisions herein and to further remove those signs where appropriate as well;

**Section 5.** That all provisions of ordinances in conflict with the provisions hereof are hereby repealed;

**Section 6.** That this ordinance shall become and be in full force and effect from and after its adoption, passage and **two (2) weeks** following its publication in the manner prescribed by law and until its subsequent amendment or repeal by proper ordinance, all pursuant to IC 36-5-2-10(c).

Introduced and Filed on the 9<sup>th</sup> Day of March 2020. Consideration on same day or at same meeting of introduction sustained a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
**Mark J. Schocke, President (IC 36-5-2-10)**

**ATTEST:**

\_\_\_\_\_  
**Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO**  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of WORKS BOARD No. 2020-07**

**AN ORDER OF THE WORKS BOARD OFFERING, AUTHORIZING AND APPROVING AN EXTENSION TO THE CONTRACT BETWEEN THE TOWN OF HIGHLAND AND WALSH & KELLY, INCORPORATED FOR MATERIALS AND SERVICES – ASPHALT WORK THROUGH DECEMBER 31, 2020, ALL PURSUANT TO INDIANA CODE 5-22 *ET SEQ.* AND §31.18 OF THE HIGHLAND PURCHASE CODE**

**Whereas**, Pursuant to IC 36-1-2-24 (3), the Town Council serves as the works board for the Town of Highland;

**Whereas**, The Town of Highland did receive bids on March 22, 2019 for Road Materials and Services, which included asphaltting work and associated services, pursuant to IC 5-22 *et seq.* and on April 08, 2019, the Town Council for the Town of Highland accepted and awarded a bid for several items of asphalt work and associated services to Walsh& Kelly, Incorporated, as the lowest responsible and responsive bid; and

**Whereas**, Walsh & Kelly, Incorporated has expressed interest, through a letter dated October 29, 2019, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Asphalt Paving;

**Whereas**, Walsh & Kelly, Incorporated has demonstrated professional competence and qualifications to perform the particular concrete work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and,

**Whereas**, The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Walsh & Kelly, Incorporated, through December 31, 2020, for Road Materials and Services – Asphalt Paving, under the original terms, conditions and prices as the original contract (1-year),

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the works board:

**Section 1.** That the Director of Public Works is hereby ordered to offer contract a extension to Walsh & Kelly, Inc. for Road Materials and Services – Asphalt Paving under the same terms, conditions, and prices for the period January 1, 2020 through December 31, 2020;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk Treasurer.

**Be it So Ordered**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 9<sup>th</sup> day of March 2020 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

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Mark J. Schocke, President (IC 36-5-2-10)

Attest:

---

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
**Clerk-Treasurer** (IC 33-42-4-1;IC 36-5-6-5)

EXHIBIT:



**Walsh &  
Kelly**<sub>INC.</sub>

walshkelly.com

GRIFFITH  
1700 East Main Street  
Griffith, Indiana 46319  
Phone (219) 924-5900  
Fax (219) 924-8768

SOUTH BEND  
24358 SR 23  
South Bend, Indiana 46814  
Phone (574) 288-4811  
Fax (574) 289-7174

October 29, 2019

**Mr. John Bach**  
**Town of Highland**  
3333 Ridge Road  
Highland, IN 46322

**Re: Extension of existing Yearly Asphalt Paving  
Contract from 2019 through 2020**

Dear Mr. Bach:

Walsh & Kelly, Inc. is offering to the Town of Highland an extension of our current pricing for work to be completed in 2020.

We do so by the detail explained under Indiana Code 5-22-17-4. I have enclosed a copy of the code for your convenience and reference.

If the Town is in agreement, please indicate your approval with signatures below.

If you have any questions, please feel free to contact me.

Respectfully,  
WALSH & KELLY, INC.

  
Jeffrey L. Swan  
Executive Vice President



JLS:ml

Enclosure

Town of Highland, Board or Public Works & Safety

\_\_\_\_\_ Date

\_\_\_\_\_ Date

**Town of Highland  
Board of Works  
Order of the Works Board 2020-08**

**AN ORDER OF THE WORKS BOARD ACCEPTING THE PROPOSAL OF LOUNGES ENTERTAINMENT LLC FOR PROFESSIONAL ENTERTAINMENT AND STAGE SERVICES FOR THE TOWN OF HIGHLAND, ASSOCIATED WITH INDEPENDENCE DAY FESTIVITIES, AND TO COMPLY WITH THE PROVISIONS OF IC 22-5-1.7 ET SEQ.**

**Whereas,** The Town of Highland, as part of its exercise of public powers related to culture and recreation, generally conferred in IC 36-10-2, annually marks the anniversary of the Nation's declaration of Independence with appropriate festivals including live musical performance as entertainment;

**Whereas,** The *Tom Lounges Entertainment, LLC* has presented to the Community Events Commission a proposed agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2018 Independence Day Festival;

**Whereas,** The Community Events Commission favorably recommends to the purchasing agency, the approval of the proposed agreement for professional entertainment and stage services for the Town of Highland to be conducted during the 2018 Independence Day Festival (six days) as submitted by Tom Lounges Entertainment, LLC;

**Whereas,** These professional services owing to their unique requirements and character, as a service, may be purchased in a manner that is determined to be reasonable, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1) of the HMC serves as purchasing agency for the Municipality and its executive departments except those executive departments which are expressly subject to the purchasing authority of a relevant governing board of jurisdiction; and

**Whereas,** The purchase price exceeds \$15,000.00, pursuant to Section 3.05.040 (C) and Section 3.05.050(B)(3) of the HMC requires the express approval of the purchasing agency; and

**Whereas,** The purchase of services will be supported by the several funds of the Town and there is sufficient appropriation or resources in order to support the purchase of services; and

**Whereas,** The Town Council now desires to approve, authorize and allow the purchase of services pursuant to the terms stated herein,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

**Section 1.** That the proposal/agreement for professional entertainment and stage services of **Tom Lounges Entertainment, LLC**, 104 Fraser Lane, Hobart, Indiana, 46342, prepared and presented by its principal, Tom Lounges, which

includes providing appropriate stage production for the events booked, all entertainment booking, providing lighting, offering emcee services, contracting and artist payments and related services according to the written terms set forth in the agreement, for the *six days of the event* is hereby accepted, approved and adopted in every respect, provided that **Tom Lounges Entertainment, LLC** complies with the provisions of IC 22-5-1.7 et seq., and completes the relevant portions of the attached exhibit styled as Addendum for e-verify;

**Section 2.** That the fees for performance of the service identified in the proposal of **\$23,000** for the entertainment to be booked for the annual Independence Day festival to be conducted on and around July 4<sup>th</sup> 2020, and production services, is found to be reasonable and fair;

**Section 3.** That the Town Council finds and determines that the manner of purchase for these professional services owing to their unique requirements and character as a service, are both reasonable and appropriate, pursuant to Section 3.05.090 of the HMC and IC 5-22-6;

**Section 4.** That the Clerk-Treasurer is hereby authorized to issue a purchase order, in the proper year, to **Tom Lounges Entertainment, LLC** and to execute all documents necessary to implement the purchase of services thereof;

**Section 5.** That the proper officers of the municipality are hereby authorized to identify the proper funds of the municipality that may be lawfully expended in order to support and implement the purchase of these services.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 9<sup>th</sup> day of March 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**TOM LOUNGES ENTERTAINMENT, LLC**  
**2020 AGREEMENT FOR ENTERTAINMENT & STAGE SERVICES**

SUMMER FESTIVAL ENTERTAINMENT BUDGET: **\$30,000.00**

SPECIALY ALLOCATED PRODUCTION BUDGET: **\$3,000.00**

**TOTAL AGREED BUDGET: \$33,000.00**

a) The above budget is the stand alone agreed price for the service of managing the entertainment stage for the *2020 Highland Fourth of July Summer Festival*. This service includes providing appropriate stage production (sound/lights) for the events, a sound engineer when live entertainment is presented, and all entertainment bookings and payments. As part of this one-stop/turn-key package, Tom Lounges Entertainment, LLC will also provide a live daily stage emcee, an on-site production trailer used as an office and dressing room, custom-recorded announcements inserted into daily music to play through PA that is appropriate to each day's theme or musical genre. Our company also actively promotes events that it produces. All payments made payable by cashier's check, money order or municipal check to: Tom Lounges Entertainment, LLC (50% of each event's agreed upon budget to be paid 60 days in advance of each contracted event with remaining balances due in full the last day of event).

b) The final price may differ from the above budget price if the *The Highland Council of Community Events Board* makes any notable changes or additions to the current event hours or length of each events' run. If so, both parties will sign an amendment to this agreement pertaining to said changes and any additional costs incurred.

c) *Highland Council of Community Events Board* and *The Town of Highland* agrees to hold Tom Lounges and Tom Lounges Entertainment, LLC blameless and in no way liable in the event of any mishaps or accidents causing injury or death on *Main Square Park Grounds* during the course of this contract.

d) *Highland Council of Community Events Board* and *The Town of Highland* agrees to provide electrical access to Tom Lounges Entertainment, LLC at no cost for its production trailer, and grants use of its event logo and public information for online promoting of the said contracted events. Also agreeing to provide a link from its official web page to any specially-created online pages promoting said contracted events.

*Submitted by: Tom Lounges Entertainment, LLC*

X \_\_\_\_\_  
Tom Lounges  
Date: 2-12-20

Accepted by: *The Highland Council of Community Events & Town Council Of Highland*

By: X \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED  
TO CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF  
HIGHLAND**

**(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)**

**Verification of Work Eligibility Status**

1. Tom Lounges, Principal of **TOM LOUNGES PRODUCTIONS, LLC** (hereinafter called "Contractor") understands and agrees that:

(A) it is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract through the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

*This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11 (a)(1).*



**THE TOWN of HIGHLAND  
BOARD of WORKS ORDER NO. 2020-09**

**AN ORDER FINDING And DETERMINING CERTAIN PERSONAL PROPERTY OF The MUNICIPALITY As NO LONGER NEEDED For The PURPOSES For WHICH ORIGINALLY ACQUIRED OR HAVE BEEN LEFT IN THE CUSTODY OF AN OFFICER OR EMPLOYEE OF THE TOWN OF HIGHLAND AND HAVE REMAINED UNCLAIMED FOR MORE THAN ONE (1) YEAR OR HAVE BEEN DEEMED WORTHLESS AND OF NO MARKET VALUE, And FURTHER AUTHORIZING And APPROVING DISPOSAL OR TRANSFER of SAID PROPERTY TO A MUNICIPALITY.**

**WHEREAS,** The Town Council for the Town of Highland is the Works Board of the Municipality pursuant to IC 36-1-2-24(3) and

**WHEREAS,** The Town Council has been advised by the Metropolitan Police Department that several items of personal property particularly, several non-lethal stun weapons whose conditions, and which all owned by the municipality are no longer needed for the purposes for which it was originally acquired, pursuant to IC 5-22-22; and

**WHEREAS,** The Metropolitan Police Chief in consultation with the Winfield Police Chief has recommended that disposal of the personal property be authorized, all pursuant to the provisions of IC 5-22-22 et seq.;

**WHEREAS,** The Metropolitan Police Chief has further recommended that disposal of the personal property be executed by the purchasing agent and authorize the transfer to the Winfield Police Department, by way of private sale, all pursuant to the provisions of IC 5-22-22, sections 3, 6 and 10;

**WHEREAS** The Town Council now desires to favor the recommendation and take those steps necessary to authorize and approve a disposal of personal property of the municipality pursuant to the applicable law,

**NOW, THEREFORE, BE IT ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana:

**Section 1.** That the Town Council of the Town of Highland acting as the works board, hereby finds and determines the following:

(A) That there are certain articles of personal property possessed or owned by the municipality, that are no longer needed, unfit for the purposes for which they were acquired, pursuant to IC 5-22-22-3; or,

(B) That these same articles of personal property possessed or owned by the municipality, that have been left in the custody of an officer or employee of the Town of Highland and have remained unclaimed for more than one (1) year, pursuant to IC 5-22-22-3; or,

(C) That these same articles of personal property possessed or owned by the municipality, that may be deemed worthless or no market

value as the estimated costs the sale and transportation of the property exceed the property value, pursuant to IC 5-22-22-8;

(D) That they these items of personal property are more particularly described in **an exhibit** attached to and incorporated in this works board order;

(E) That the value of any single item of personal property is less than one thousand dollars (\$1,000), **and** that all the items of personal property together are less than \$5,000, all pursuant to IC 5-22-22; and,

(F) That the transfer by private sale without resort to notice of those items of personal property of the Highland Police **Department to the Winfield Police Department** be hereby found to be authorized and lawful;

**Section 2.** That the Metropolitan Police Chief is hereby authorized and instructed to cause a lawful disposal **or transfer of the personal property identified in this Works Board Order by public or private sale or transfer without advertising pursuant to IC 5-22-22-6;**

**Section 3.** That a Transfer agreement between the Town of Highland, Police Department and the Town of Winfield, Police Department, made a part of this order by incorporation as an exhibit, is hereby approved in each and every respect;

**Section 4.** That no proceeds are expected but should proceeds arise, any and all proceeds yielded from the lawful disposal or transfer authorized by this order shall be deposited with the Office of the Clerk-Treasurer, where such proceeds shall be deposited to the credit of the proper fund.

**Be It So Ordered.**

**DULY ADOPTED and ORDERED BY** the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 9<sup>th</sup> day of March 2020 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark Schocke, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**Exhibit of Personal Property for Disposal**

- 1: Yellow X26 Taser, Serial # 00-352030
- 2: Yellow X26 Taser, Serial # 00-503909
- 3: Yellow X26 Taser, Serial # 00-504407
- 4: Yellow X26 Taser, Serial # 00-504413
- 5: Yellow X26 Taser, Serial # 00-528283
- 6: Yellow X26 Taser, Serial # 00-569192
- 7: Yellow X26 Taser, Serial # 00-707596

END of PERSONAL PROPERTY EXHIBIT

## Exhibit of Transfer Resolution Agreement

### Resolution and Agreement to Transfer Personal Property

This Agreement also to be construed as a Resolution for the purposes of IC 5-22-22-10(a), approved, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the Town of Highland, Lake County, Indiana, by and through its Town Council, ("Highland"), and the Town of Winfield, Indiana Police Department ("Winfield")

### Resolution and Agreement

**Whereas**, Highland is the owner of certain personal property specifically identified and set forth in an Exhibit attached hereto and incorporated herein by reference (hereinafter referred to as the "Property"); and

**Whereas**, Pursuant to Indiana Code 5-22-22-10 both Highland and Winfield mutually agree that it would be to the beneficial interests of Highland and Winfield and their respective users, citizens and taxpayers of Highland to transfer the personal property from the Town of Highland by its Police Department to the Town of Winfield through its Police Department for no consideration;

**Whereas**, IC 5-22-22-10(a) states that "*a purchasing agency may exchange property with another governmental body upon terms and conditions agreed upon by the governmental bodies as evidenced by adoption of a substantially identical resolution by each entity;*"

**Whereas**, The Town of Winfield Police Department agrees to further evidence this exchange by the adoption of a substantially identical resolution, which for the purposes of this transfer shall be this Resolution and Agreement,

**Now, Therefore, be it hereby resolved** and in consideration of the covenants and conditions herein contained to be observed and performed by each of the parties hereto, and for good and other valuable consideration, the receipt of which is hereby mutually acknowledged, IT IS AGREED and RESOLVED AS FOLLOWS:

**Section 1.** *Transfer of Personal Property.* That subject to the provisions herein contained, Highland agrees to convey the Property by Bill of Sale to Winfield;

**Section 2.** *Consideration.* That pursuant to the provisions of I.C. 5-22-22-10, the transfer of the property from Highland to Winfield shall be made for no consideration and shall be evidenced by the adoption of substantially identical resolution by each entity;

**Section 3.** *Authorization.* That this resolution and agreement shall not be binding upon either party until appropriate resolutions authorizing the execution of this Agreement have been fully adopted and in accordance with the law by the Town of Highland and the Town of Winfield's appropriate governing body.

**Section 4.** *Survival of Representations, Covenants, Warranties, and Agreements.* That all representations, covenants and warranties made herein shall survive the execution of this Agreement.

**Section 5.** *Binding Effect.* That this resolution and agreement shall be binding upon the successors and assigns of the parties.

**Section 6.** *Governing Law.* That this instrument shall be governed by the Laws of the State of Indiana.

In witness whereof, the parties have caused this resolution and agreement is approved to be executed this \_\_\_\_ day of \_\_\_\_\_, 2020.

**Highland:**

Town of Highland, Lake County, Indiana  
By and through its Town Council

By \_\_\_\_\_  
Mark J. Schocke, President

Attest:

By \_\_\_\_\_  
Michael W Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer

**Winfield:**

Town of Winfield, Lake County, Indiana  
By and through its Town Council

By \_\_\_\_\_  
Gerald T. Steiner, President

Attest:

By \_\_\_\_\_  
Richard C. Anderson, Jr.  
Clerk-Treasurer

**End of Exhibit of Transfer Resolution Agreement**

**Town of Highland  
Board of Works  
Order of the Works Board 2020-10**

**An Order Approving and Authorizing the Metropolitan Police Chief to Purchase and Purchase from Thomas Dodge of Highland, IN (3) three 2020 Dodge Charger Police vehicles pursuant to I.C. 5-22-7.**

**Whereas,** The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department;

**Whereas,** The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be no more than \$150,000.00;

**Whereas,** The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

**Whereas,** The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

**Whereas,** The Purchasing Agent, pursuant to Section 3.050.060 (H) of the Highland Municipal Code, elected to use the bidding provisions of the public purchase code, reports bids were solicited, opened and read aloud on March 2, 2020 in the Community Room of the Highland Police Department and the following response(s) were noted;

1. Thomas Dodge - 9604 Indianapolis Blvd., Highland, IN  
\$25,813 per white vehicle (2) and \$25,825 per red (1)

**Whereas,** The Purchasing Agent, elected to purchase pursuant to Section 3.05.060 (H) of the Highland Municipal Code, receiving only a single bid as follows:

Thomas Dodge 9604 Indianapolis Blvd., Highland Indiana at a unit price of \$25,813.00 and \$25,825.00. The purchase of three (3) vehicles at \$77,451.00 minus the trade-ins totaling \$11,000.00 for a total purchase price of \$66,451.00.

**Whereas,** The purchase of the vehicle will be supported duly approved appropriations in the Municipal Capital Cumulative Fund (MCCD) and in the Public Safety LIT Fund; and,

**Whereas,** The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the Works Board hereby authorizes and approves the purchase from Thomas Dodge of Highland for the purchase of three (3) 2020 Dodge Chargers at the price of \$77,451.00 minus the trade-ins of \$11,000.00 for a total of \$66,451.00;

**Section 2.** That the Works Board hereby finds and determines that the offer from Thomas Dodge of Highland to be the lowest responsive and responsible bidder offered at the total price of \$66,451.00, all pursuant to IC 5-22-7-8 and Section 3.05.060 (H)(8) of the Highland Municipal Code;

**Section 3.** That the Metropolitan Police Chief is now authorized and approved as follows:

(A) To execute the purchase agreement and any additional documents in order to implement this purchase;

(B) To file with the Sr. Chancery/Bursar Clerk in the Office of the Clerk-Treasurer a proper list with serial numbers of the vehicles traded-in to support the recording of these disposals;

(C) To file with the Sr. Chancery/Bursar Clerk in the Office of the Clerk-Treasurer a proper list with serial numbers of the vehicles purchased to support the recording of these acquisitions and then file all other associated documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14;

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 9<sup>th</sup> day of March 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

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Mark J. Schocke, President (IC 36-5-2-10)

Attest:

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Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**TOWN of HIGHLAND  
Board of Works  
Order of the Works Board No. 2020-11**

AN ORDER OF THE WORKS BOARD ACCEPTING A PROPOSAL FROM RED BUD LANDSCAPE SERVICES, INC. FOR CERTAIN LANDSCAPE MAINTENANCE SERVICES TO FURNISH, INSTALL, MULCH AND WATER FIFTY TREES IDENTIFIED BY THE TREE BOARD IN THE AMOUNT OF THIRTY-NINE THOUSAND EIGHTY-THREE DOLLARS AND NO CENTS (\$39,083)

**Whereas,** The Department of Public Works working with the Tree Board had determined to request a special tree grant from the Little Calumet River Basin Development Commission;

**Whereas,** The Public Works Director, pursuant to § 3.05.050(D)(1) of the HMC, serves as the Purchasing Agent for the Public Works Department, which includes executing the Urban Forestry Plan for the Town of Highland;

**Whereas,** The Tree Board had prepared specifications and schedule of services to be performed associated with the planting specified tree species, and continuing care for and had solicited proposals from landscape services contractors, pursuant to the specifications and schedule of services; and

**Whereas,** Pursuant to Section 03.05.060 (F) of the Highland Municipal Purchasing Code, on January 27, 2020, the Tree Board Secretary, the Parks and Recreation Superintendent and the Public Works Director received the following proposals from its solicitation:

	Matt's Landscaping	Redbud Landscape Services	Hubinger Landscaping
<b>Item / Service</b>	<b>Lump Sum Bids</b>		
<b>Planting:</b> Furnish, install, mulch and initially water 50 trees per attached list.	\$ 23,750	\$ 29,083	\$ 27,957
<b>Watering Base Bid:</b> Water 50 Trees once weekly from May 31 to Oct 31, 2020 (22 Weeks)	\$ 8,800	\$ 5,000	\$ 9,900
<b>Alternative Watering Bid:</b> Water 50 Trees once weekly from May 31, 2020 to Oct 31, 2022 (44 Weeks)	\$ 17,600	\$ 10,000	\$ 19,800
<b>Total Base Bid (22 weeks watering)</b>	<b>\$ 32,550</b>	<b>\$ 34,083</b>	<b>\$ 37,857</b>
<b>Total Alternative Bid (44 weeks watering)</b>	<b>\$ 41,350</b>	<b>\$ 39,083</b>	<b>\$ 47,757</b>

**Whereas,** The Executive Director of the Little Calumet River Basin Development Commission communicated that the Town of Highland was awarded a reimbursement grant in the amount of thirty-thousand dollars (\$30,000) for the planting of 50 trees according to the application filed by the Town;

**Whereas,** The Public Works Director believes that Red Bud Landscape Services, Incorporated has demonstrated professional competence and qualifications in performing the particular professional landscape maintenance services called for in the request for proposals fully in compliance with the specifications and recommends that the Town of Highland, find Red Bud as the lowest, most responsible and responsive respondent and award the service agreement accordingly;

**Whereas,** The Town Council, pursuant to §3.05.030(A)(1) of the HMC, serves as purchasing agency for the Public Works Department;

**Whereas,** The purchase price exceeds \$15,000.00 and pursuant to §3.05.040 (C) and Section 3.05.050(B)(3) of the HMC requires the express approval of the purchasing agency; and

**Whereas,** There are expected to be sufficient and available appropriations balances on hand following a properly enacted additional appropriation, to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas,** The Town of Highland, through its Town Council acting as the Works Board, now desires to accept the recommendation of the Public Works Director to accept the proposal and award a contract to Red Bud Landscape Services, Inc. to furnish, install, mulch and water 50 trees as specified by the Town, and associated landscape maintenance services,

**Now, Therefore, Be It Ordered,** by the Town Council, acting as the Works Board of the Town of Highland, Indiana:

**Section 1.** That subject to the provisions of Section 2 of this Order, the proposal of Red Bud Landscape Services, Inc. to furnish, install, mulch and water 50 trees as specified by the Town, and associated landscape maintenance services in the amount of Thirty-nine Thousand eighty-three Dollars (\$39,083.00) be hereby accepted as the lowest responsive and responsible quote;

**Section 2.** That the final award is contingent on the approval of an additional appropriation in the proper amount in a lawful fund of the Town;

**Section 3.** That the following are further authorized and ordered:

(A) That the reimbursement grant application and award is accepted and ratified;

(B) That the Tree planting project identified by the Tree Board and supported by the Little Calumet River Basin Development Commission is authorized and approved; and,

(C) That the Public Works Director is hereby authorized to execute the agreement and all documents necessary to implement and execute the project.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 9<sup>th</sup> day of March 2020 having passed by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

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Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

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Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**CLAUSE (ADDENDUM) and AFFIDAVIT ADDENDUM TO BE ADDED TO  
CONTRACT FOR SERVICES TO BE PROVIDED TO TOWN OF  
HIGHLAND**

**(as required by I.C. 22-5-1.7 -11, effective July 1, 2011)**

**Verification of Work Eligibility Status**

1. \_\_\_\_\_ of RED BUD LANDSCAPE SERVICES, INC., (hereinafter called "Contractor") understands and agrees that:

(A) It is required to enroll in and verify the work eligibility status of all employees hired after the date of this contract through the E-Verify program.

(B) This requirement shall be waived if the E-Verify program ceases to exist. For the purposes of this paragraph, the "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603); and

2. An authorized representative of the Contractor has signed the attached affidavit concerning the employment of unauthorized aliens.

*This contract clause is developed pursuant to SEA 590 codified as IC 22-5-1.7-11 (a)(1).*

\_\_\_\_\_  
*Authorized Signatory*

*Title:*

*Date:* \_\_\_\_\_

**AFFIDAVIT OF SERVICE PROVIDER or CONTRACTOR  
WITH THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA  
REGARDING HIRE OF UNAUTHORIZED ALIENS**

State of Indiana     )  
                                  )  
County of Lake     )     **SS:**

**A F F I D A V I T**

I, the undersigned, authorized representative, authorized officer or agent of **RED BUD LANDSCAPE SERVICES, INC.**, hereinafter called "contractor", which has a contract for services or goods with the Town of Highland, Lake County, Indiana, having given solemn affirmation, hereby depose(s) and say(s), that the contractor does not knowingly employ an unauthorized alien.

**FURTHERETH AFFIANT SAYETH NOT.**

Signed: \_\_\_\_\_, Affiant.

**Certificate of Notary**

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally came and appeared **the affiant herein named**, known and known to me to be the individual described in and who executed the foregoing instrument, and who duly acknowledged to me that she executed same for the purpose therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

My commission expires: \_\_\_\_\_.

County of Residence: \_\_\_\_\_.

(seal)

\_\_\_\_\_  
NOTARY



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)  
Prescribed by the Department of Local Government Finance

20 20 PAY 20 21

FORM CF-1 / Real Property

**PRIVACY NOTICE**

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION	
Name of taxpayer <b>Peoples Bank SB</b>	County <b>Lake</b>
Address of taxpayer (number and street, city, state, and ZIP code) <b>9204 Columbia Avenue, Munster, IN 46321</b>	DLGF taxing district number <b>45-30-506</b>
Name of contact person <b>John Diederich</b>	Telephone number <b>( 219 ) 853-7592</b>

SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of designating body <b>Town of Highland</b>	Resolution number	Estimated start date (month, day, year) <b>7/1/16</b>
Location of property <b>3927 Ridge Road, Highland, IN 46322</b>		Actual start date (month, day, year) <b>9/1/16</b>
Description of real property improvements <b>New building construction 2,283 Square Feet</b>		Estimated completion date (month, day, year) <b>2/1/17</b>
		Actual completion date (month, day, year) <b>8/1/17</b>

SECTION 3 EMPLOYEES AND SALARIES		
EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current number of employees	5	5
Salaries	111,000.00	106,600.00
Number of employees retained	5	5
Salaries	111,000.00	106,600.00
Number of additional employees	2	2
Salaries	55,000.00	117,300.00

SECTION 4 COST AND VALUES		
COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values before project	250,000.00	302,200.00
Plus: Values of proposed project	1,000.00 - 2,000.00	
Less: Values of any property being replaced	N/A	
Net values upon completion of project	1,750.00 - 2,250.00	
ACTUAL	COST	ASSESSED VALUE
Values before project	250,000.00	295,200.00
Plus: Values of proposed project	825,000.00	
Less: Values of any property being replaced	N/A	
Net values upon completion of project	1,075,000.00	1,128,600.00

SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted		
Amount of hazardous waste converted		
Other benefits:		

SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of authorized representative 	Title <b>Executive Adviser</b>	Date signed (month, day, year) <b>1/21/2020</b>

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner IS in substantial compliance			
<input type="checkbox"/> the property owner IS NOT in substantial compliance			
<input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing
<b>HEARING RESULTS (to be completed after the hearing)</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (see instruction 4 above)	
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)  
Prescribed by the Department of Local Government Finance

20 20 PAY 20 21

FORM CF-1 / Real Property

**PRIVACY NOTICE**

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1		TAXPAYER INFORMATION	
Name of taxpayer	JOHN F. TERPSTRA / HIGH R.E. 3940 LLC	County	LAKE
Address of taxpayer (number and street, city, state, and ZIP code)	3940 RIDGE ROAD, HIGHLAND, IN 46322	DLGF taxing district number	45-30-506
Name of contact person	JOHN F. TERPSTRA	Telephone number	( 219 ) 742-2964
SECTION 2		LOCATION AND DESCRIPTION OF PROPERTY	
Name of designating body	TOWN OF HIGHLAND	Resolution number	2102-06
Location of property	3940 RIDGE ROAD, HIGHLAND, IN 46322	Estimated start date (month, day, year)	10-1-2012
Description of real property improvements TORE DOWN EXISTING GAS STATION & CAR WASH. BUILT NEW CONSTRUCTION/CULVERS RESTAURANT		Actual start date (month, day, year)	10-1-2012
		Estimated completion date (month, day, year)	3-31-13
		Actual completion date (month, day, year)	3-31-13
SECTION 3		EMPLOYEES AND SALARIES	
	<b>EMPLOYEES AND SALARIES</b>	<b>AS ESTIMATED ON SB-1</b>	<b>ACTUAL</b>
Current number of employees		0	
Salaries			
Number of employees retained		0	
Salaries			
Number of additional employees		35	55
Salaries		200,000.00	343,000.00
SECTION 4		COST AND VALUES	
	<b>COST AND VALUES</b>	<b>REAL ESTATE IMPROVEMENTS</b>	
	<b>AS ESTIMATED ON SB-1</b>	<b>COST</b>	<b>ASSESSED VALUE</b>
Values before project		413,120.00	470,000.00
Plus: Values of proposed project		950,000.00	817,000.00
Less: Values of any property being replaced		0.00	
Net values upon completion of project		1,362,122.00	1,287,600.00
	<b>ACTUAL</b>	<b>COST</b>	<b>ASSESSED VALUE</b>
Values before project		413,120.00	4,706,000.00
Plus: Values of proposed project		1,030,000.00	
Less: Values of any property being replaced			
Net values upon completion of project		1,443,122.00	785,900.00
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER	
	<b>WASTE CONVERTED AND OTHER BENEFITS</b>	<b>AS ESTIMATED ON SB-1</b>	<b>ACTUAL</b>
Amount of solid waste converted			
Amount of hazardous waste converted			
Other benefits:			
SECTION 6		TAXPAYER CERTIFICATION	
I hereby certify that the representations in this statement are true.			
Signature of authorized representative	Title	Date signed (month, day, year)	
	CEO	1-9-2020	

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance			
<input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance			
<input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing
<b>HEARING RESULTS (to be completed after the hearing)</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (see instruction 4 above)	
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)

Prescribed by the Department of Local Government Finance

20 20 PAY 20 21  
FORM CF-1 / Real Property

**PRIVACY NOTICE**  
The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION		
Name of taxpayer <b>Baldi-Hoobyar Equities Indiana LLC / Highland Volkswagen</b>	County <b>Lake</b>	
Address of taxpayer (number and street, city, state, and ZIP code) <b>9601 Indianapolis Blvd, Highland, IN 46322</b>	DLGF taxing district number <b>45-30-506</b>	
Name of contact person <b>Joseph Hoobyar</b>	Telephone number <b>( 219 ) 237-2200</b>	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of designating body <b>Town of Highland ERA Res#2012-07 &amp; 2012-10; ORD #1521</b>	Resolution number <b>2012-43 &amp; 2012-55</b>	Estimated start date (month, day, year) <b>11/30/12</b>
Location of property <b>9601 INDIANPOLIS BLVD, HIGHLAND, IN 46322</b>		Actual start date (month, day, year)
Description of real property improvements <b>DEMO &amp; REBUILD FRONT OF BUILDNG, ADD SERVICE, RECEPTION &amp; EXPAND SERVICE DEPT. RE-PAVE PARKING SURFACE &amp; RE-LAMP W/ ENERGY EFFICIENT SYSTEMS. LANDSCAPE AROUND PYLON SIGN</b>		Estimated completion date (month, day, year) <b>09/10/13</b>
		Actual completion date (month, day, year) <b>09/10/13</b>
SECTION 3 EMPLOYEES AND SALARIES		
	<b>EMPLOYEES AND SALARIES</b>	<b>AS ESTIMATED ON SB-1</b>
Current number of employees		30
Salaries		1,600,000.00
Number of employees retained		0
Salaries		0.00
Number of additional employees		0
Salaries		0.00
		<b>ACTUAL</b>
		26 <sup>42</sup>
		<del>1,710,475.75</del> <sup>2,021,775.</sup>
SECTION 4 COST AND VALUES		
	<b>COST AND VALUES</b>	<b>REAL ESTATE IMPROVEMENTS</b>
<b>AS ESTIMATED ON SB-1</b>	<b>COST</b>	<b>ASSESSED VALUE</b>
Values before project	1,800,000.00	1,429,500.00
Plus: Values of proposed project	2,000,000.00	
Less: Values of any property being replaced	0.00	
Net values upon completion of project	3,800,000.00	
<b>ACTUAL</b>	<b>COST</b>	<b>ASSESSED VALUE</b>
Values before project	1,800,000.00	1,845,200.00
Plus: Values of proposed project	2,298,737.00	
Less: Values of any property being replaced	0.00	
Net values upon completion of project	4,098,737.00	2015 - 2,761,200.00
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
	<b>WASTE CONVERTED AND OTHER BENEFITS</b>	<b>AS ESTIMATED ON SB-1</b>
Amount of solid waste converted		
Amount of hazardous waste converted		
Other benefits:		
SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of authorized representative <i>Joseph Hoobyar</i>	Title <b>MGR / PRESIDENT</b>	Date signed (month, day, year) <b>1-22-2020</b>

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:

the property owner IS in substantial compliance

the property owner IS NOT in substantial compliance

other (specify) \_\_\_\_\_

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)

Time of hearing

AM  
 PM

Date of hearing (month, day, year)

Location of hearing

**HEARING RESULTS (to be completed after the hearing)**

Approved

Denied (see instruction 4 above)

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

**APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]**

A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)

Prescribed by the Department of Local Government Finance

20 20 PAY 20 21

FORM CF-1 / Real Property

**PRIVACY NOTICE**

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION			
Name of taxpayer <b>Indiana Grocery Group, LLC (p/k/a SVT, LLC)</b>	County <b>Lake</b>		
Address of taxpayer (number and street, city, state, and ZIP code) <b>2244 45th Street, Highland, IN 46322</b>	DLGF taxing district number <b>45-30-506</b>		
Name of contact person <b>Phil Latchford</b>	Telephone number <b>( 219 ) 961-9237</b>		
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY			
Name of designating body <b>Town of Highland</b>	Resolution number <b>2012-17</b>	Estimated start date (month, day, year) <b>07/01/12</b>	
Location of property <b>2244 45th Street, Highland, IN 463225</b>	Actual start date (month, day, year) <b>07/01/12</b>		
Description of real property improvements	Estimated completion date (month, day, year) <b>06/01/13</b>		
	Actual completion date (month, day, year) <b>05/15/13</b>		
SECTION 3 EMPLOYEES AND SALARIES			
	<b>EMPLOYEES AND SALARIES</b>	<b>AS ESTIMATED ON SB-1</b>	<b>ACTUAL</b>
Current number of employees		125	
Salaries		7,000,000.00	
Number of employees retained		125	
Salaries		7,000,000.00	
Number of additional employees		30	
Salaries		250,000.00	
SECTION 4 COST AND VALUES			
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project		2,700,000.00	2,085,200.00
Plus: Values of proposed project		3,500,000.00	
Less: Values of any property being replaced			
Net values upon completion of project		6,200,000.00	
ACTUAL		COST	ASSESSED VALUE
Values before project		2,700,000.00	
Plus: Values of proposed project		5,082,731.00	
Less: Values of any property being replaced			
Net values upon completion of project		7,782,731.00	2,591,000.00
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
	<b>WASTE CONVERTED AND OTHER BENEFITS</b>	<b>AS ESTIMATED ON SB-1</b>	<b>ACTUAL</b>
Amount of solid waste converted			
Amount of hazardous waste converted			
Other benefits:			
SECTION 6 TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative 	Title <b>CFO</b>	Date signed (month, day, year) <b>01/10/20</b>	

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

**INSTRUCTIONS:** (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance			
<input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance			
<input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing
<b>HEARING RESULTS (to be completed after the hearing)</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (see instruction 4 above)	
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)  
Prescribed by the Department of Local Government Finance

2020 PAY 2021  
FORM CF-1 / Real Property

**PRIVACY NOTICE**  
The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1		TAXPAYER INFORMATION	
Name of taxpayer <b>DRUKTENIS REALTY LP</b>		County <b>LAKE</b>	
Address of taxpayer (number and street, city, state, and ZIP code) <b>2440 45TH STREET, HIGHLAND, IN 46322</b>		DLGF taxing district number <b>45-30-506</b>	
Name of contact person <b>WAYNE E. DRUKTENIS</b>		Telephone number <b>( 219 ) 865-4400</b>	
SECTION 2		LOCATION AND DESCRIPTION OF PROPERTY	
Name of designating body <b>HIGHLAND TOWN COUNCIL</b>	Resolution number <b>2010-23/24/25/26</b>	Estimated start date (month, day, year) <b>05/15/2010</b>	
Location of property <b>2440 45TH STREET, HIGHLAND, IN 46322</b>		Actual start date (month, day, year) <b>06/01/2010</b>	
Description of real property improvements <b>CONVERSION OF SPORTING GOODS FACILITY AND WAREHOUSE INTO A NEW FRANCISHED AUTO DEALER FACILITY</b>		Estimated completion date (month, day, year) <b>06/12/2013</b>	
		Actual completion date (month, day, year) <b>06/24/2013</b>	
SECTION 3		EMPLOYEES AND SALARIES	
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees		50	73
Salaries		1,475,000.00	2,657,002.12
Number of employees retained		50	53
Salaries		1,475,000.00	2,648,974.14
Number of additional employees		10	20
Salaries		395,000.00	117,092.97
SECTION 4		COST AND VALUES	
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE	
Values before project		1,510,400.00	
Plus: Values of proposed project	500,000.00	500,000.00	
Less: Values of any property being replaced		200,000.00	
Net values upon completion of project		1,810,400.00	
ACTUAL	COST	ASSESSED VALUE	
Values before project	1,595,000.00	1,510,400.00	
Plus: Values of proposed project	700,000.00		
Less: Values of any property being replaced	100,000.00		
Net values upon completion of project	2,395,000.00	1,707,600.00	
SECTION 5		WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER	
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted			
Amount of hazardous waste converted			
Other benefits:			
SECTION 6		TAXPAYER CERTIFICATION	
I hereby certify that the representations in this statement are true.			
Signature of authorized representative 		Title <b>OFFICE MANAGER</b>	Date signed (month, day, year) <b>1/17/2020</b>

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

**INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)**

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:

- the property owner **IS** in substantial compliance
- the property owner **IS NOT** in substantial compliance
- other (specify) \_\_\_\_\_

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)

Time of hearing

- AM  
 PM

Date of hearing (month, day, year)

Location of hearing

**HEARING RESULTS (to be completed after the hearing)**

- Approved.                       Denied (see instruction 4 above)

Reasons for the determination (attach additional sheets if necessary)

Signature of authorized member

Date signed (month, day, year)

Attested by:

Designating body

**APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]**

A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)  
Prescribed by the Department of Local Government Finance

20 20 PAY 20 21  
FORM CF-1 / Real Property

**PRIVACY NOTICE**  
The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

**SECTION 1 TAXPAYER INFORMATION**

Name of taxpayer <b>Demand Real Results LLC</b>	County <b>LAKE</b>
Address of taxpayer (number and street, city, state, and ZIP code) <b>8516 Henry Street, Highland, IN 46322</b>	DLGF taxing district number <b>45-30-506</b>
Name of contact person <b>Mark Fleishman</b>	Telephone number <b>( 219 ) 554-2180 X 101</b>

**SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY**

Name of designating body <b>Highland Town Council</b>	Resolution number <b>2014-31 &amp; 2014-36</b>	Estimated start date (month, day, year)
Location of property <b>8516 Henry Street, Highland, IN 46322</b>	Actual start date (month, day, year) <b>11/2014</b>	
Description of real property improvements Renovation of existing, vacant building for offices and training education center. ERA Res: 2007-10 & 2007-23 ORD #1564	Estimated completion date (month, day, year)	Actual completion date (month, day, year) <b>04/30/2015</b>

**SECTION 3 EMPLOYEES AND SALARIES**

EMPLOYEES AND SALARIES	AS ESTIMATED ON SB-1	ACTUAL
Current number of employees	34	27
Salaries	525,000.00	859,456.00
Number of employees retained	34	24
Salaries	525,000.00	805,792.00
Number of additional employees	16 over 3 years	3
Salaries	293,280.00	53,664.00

**SECTION 4 COST AND VALUES**

COST AND VALUES	REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values before project	500,000.00	
Plus: Values of proposed project	672,935.00	
Less: Values of any property being replaced		
Net values upon completion of project	1,172,935.00	
ACTUAL	COST	ASSESSED VALUE
Values before project	500,000.00	
Plus: Values of proposed project	719,289.00	
Less: Values of any property being replaced		
Net values upon completion of project	1,219,289.00	

**SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER**

WASTE CONVERTED AND OTHER BENEFITS	AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted	0	0
Amount of hazardous waste converted	0	0
Other benefits:		

**SECTION 6 TAXPAYER CERTIFICATION**

I hereby certify that the representations in this statement are true.

Signature of authorized representative 	Title Owner/Operations Mgr.	Date signed (month, day, year) 1/30/2020
--	--------------------------------	---

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

**INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)**

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance			
<input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance			
<input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing
<b>HEARING RESULTS (to be completed after the hearing)</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied (see instruction 4 above)	
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)  
Prescribed by the Department of Local Government Finance

20 20 PAY 2021

FORM CF-1 / Real Property

**PRIVACY NOTICE**

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION		
Name of taxpayer <b>Nathan Damasius</b>	County <b>Lake</b>	
Address of taxpayer (number and street, city, state, and ZIP code) <b>8845 Kennedy Avenue, Highland, IN 46322</b>	DLGF taxing district number <b>45-30-506</b>	
Name of contact person <b>Nathan Damasius</b>	Telephone number <b>( 219 ) 845-2900</b>	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY		
Name of designating body <b>Highland Town Council</b>	Resolution number	Estimated start date (month, day, year) <b>02/01/2016</b>
Location of property <b>8835-8845 Kennedy Avenue, Highland, IN 46322</b>		Actual start date (month, day, year) <b>09/16/2016</b>
Description of real property improvements		Estimated completion date (month, day, year) <b>10/01/2016</b>
		Actual completion date (month, day, year) <b>07/17/2017</b>
SECTION 3 EMPLOYEES AND SALARIES		
	<b>EMPLOYEES AND SALARIES</b>	<b>AS ESTIMATED ON SB-1</b>
Current number of employees		10
Salaries		550,000.00
Number of employees retained		6
Salaries		310,000.00
Number of additional employees		4
Salaries		240,000.00
		<b>ACTUAL</b>
		20
		603,816
		6
		300,780.00
		14
		303,036.00
SECTION 4 COST AND VALUES		
COST AND VALUES		REAL ESTATE IMPROVEMENTS
AS ESTIMATED ON SB-1	COST	ASSESSED VALUE
Values before project	260,000.00	260,000.00
Plus: Values of proposed project	1,300,000.	n/a
Less: Values of any property being replaced	160,000.00	160,000.00
Net values upon completion of project	1,410,000.	1,410,000.
ACTUAL	COST	ASSESSED VALUE
Values before project	260,000.00	260,000.00
Plus: Values of proposed project	1,478,526.00	property not fully assessed to-date
Less: Values of any property being replaced	160,000.00	160,000.00
Net values upon completion of project	1,578,526.00	TBD
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER		
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1
Amount of solid waste converted		
Amount of hazardous waste converted		
Other benefits:		
SECTION 6 TAXPAYER CERTIFICATION		
I hereby certify that the representations in this statement are true.		
Signature of authorized representative 	Title <b>CEO</b>	Date signed (month, day, year) <b>01/13/2020</b>

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
 THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance <input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance <input type="checkbox"/> other (specify) _____			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing (month, day, year)	Location of hearing
<b>HEARING RESULTS (to be completed after the hearing)</b>			
<input type="checkbox"/> Approved <span style="margin-left: 200px;"><input type="checkbox"/> Denied (see instruction 4 above)</span>			
Reasons for the determination (attach additional sheets if necessary)			
Signature of authorized member			Date signed (month, day, year)
Attested by:		Designating body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			



**COMPLIANCE WITH STATEMENT OF BENEFITS  
REAL ESTATE IMPROVEMENTS**

State Form 51766 (R3 / 2-13)

Prescribed by the Department of Local Government Finance

20 20 PAY 20 21

FORM CF-1 / Real Property

**PRIVACY NOTICE**

The cost and any specific individual's salary information is confidential; the balance of the filing is public record per IC 6-1.1-12.1-5.1 (c) and (d).

**INSTRUCTIONS:**

1. This form does not apply to property located in a residentially distressed area or any deduction for which the Statement of Benefits was approved before July 1, 1991.
2. Property owners must file this form with the county auditor and the designating body for their review regarding the compliance of the project with the Statement of Benefits (Form SB-1/Real Property).
3. This form must accompany the initial deduction application (Form 322/RE) that is filed with the county auditor.
4. This form must also be updated each year in which the deduction is applicable. It is filed with the county auditor and the designating body before May 15, or by the due date of the real property owner's personal property return that is filed in the township where the property is located. (IC 6-1.1-12.1-5.1(b))
5. With the approval of the designating body, compliance information for multiple projects may be consolidated on one (1) compliance form (Form CF-1/Real Property).

SECTION 1 TAXPAYER INFORMATION			
Name of taxpayer <b>Evajo, L.L.C.</b>		County <b>Lake</b>	
Address of taxpayer (number and street, city, state, and ZIP code) <b>1435 Janice Lane Munster, In 46321</b>		DLGF taxing district number <b>45-026</b>	
Name of contact person <b>Kurt E. Pramuk</b>		Telephone number <b>( 219 ) 7933635</b>	
SECTION 2 LOCATION AND DESCRIPTION OF PROPERTY			
Name of designating body <b>Town of Highland, Indiana Common Council</b>		Resolution number <b>ERA RES. NO. 2097-23/88-1 RES 2019</b>	Estimated start date (month, day, year) <b>01/27/2020</b>
Location of property <b>Dental Office</b>		Actual start date (month, day, year) <b>01/27/2020</b>	
Description of real property improvements <b>New construction</b>		Estimated completion date (month, day, year) <b>12/31/2019</b>	
		Actual completion date (month, day, year) <b>1/24-2020</b>	
SECTION 3 EMPLOYEES AND SALARIES			
EMPLOYEES AND SALARIES		AS ESTIMATED ON SB-1	ACTUAL
Current number of employees		3	3
Salaries		125,000.00	125,000.00
Number of employees retained		3	3
Salaries		125,000.00	152,000.00
Number of additional employees		2-3	0
Salaries		60,000.00	60,000.00
SECTION 4 COST AND VALUES			
COST AND VALUES		REAL ESTATE IMPROVEMENTS	
AS ESTIMATED ON SB-1		COST	ASSESSED VALUE
Values before project		80,000.00	102,000.00
Plus: Values of proposed project		870,000.00	
Less: Values of any property being replaced			
Net values upon completion of project		950,000.00	960,000.00
ACTUAL		COST	ASSESSED VALUE
Values before project		80,000.00	102,000.00
Plus: Values of proposed project			
Less: Values of any property being replaced			
Net values upon completion of project		102,000.00	102,000.00
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER			
WASTE CONVERTED AND OTHER BENEFITS		AS ESTIMATED ON SB-1	ACTUAL
Amount of solid waste converted		0.00	0.00
Amount of hazardous waste converted		0.00	0.00
Other benefits: Not applicable			
SECTION 6 TAXPAYER CERTIFICATION			
I hereby certify that the representations in this statement are true.			
Signature of authorized representative 		Title <b>CEO/President</b>	Date signed (month, day, year) <b>02-05-2020</b>

**OPTIONAL: FOR USE BY A DESIGNATING BODY WHO ELECTS TO REVIEW THE COMPLIANCE WITH STATEMENT OF BENEFITS (FORM CF-1)  
THAT WAS APPROVED AFTER JUNE 30, 1991**

INSTRUCTIONS: (IC 6-1.1-12.1-5.1 and IC 6-1.1-12.1-5.9)

1. Not later than forty-five (45) days after receipt of this form, the designating body may determine whether or not the property owner has substantially complied with the Statement of Benefits (Form SB-1/Real Property).
2. If the property owner is found **NOT** to be in substantial compliance, the designating body shall send the property owner written notice. The notice must include the reasons for the determination and the date, time and place of a hearing to be conducted by the designating body. The date of this hearing may not be more than thirty (30) days after the date this notice is mailed. A copy of the notice may be sent to the county auditor and the county assessor.
3. Based on the information presented at the hearing, the designating body shall determine whether or not the property owner has made reasonable efforts to substantially comply with the Statement of Benefits (Form SB-1/Real Property) and whether any failure to substantially comply was caused by factors beyond the control of the property owner.
4. If the designating body determines that the property owner has **NOT** made reasonable efforts to comply, then the designating body shall adopt a resolution terminating the property owner's deduction. If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes. The designating body shall immediately mail a certified copy of the resolution to: (1) the property owner; (2) the county auditor; and (3) the county assessor.

We have reviewed the CF-1 and find that:			
<input type="checkbox"/> the property owner <b>IS</b> in substantial compliance			
<input type="checkbox"/> the property owner <b>IS NOT</b> in substantial compliance			
<input type="checkbox"/> other ( <i>specify</i> ) _____			
Reasons for the determination ( <i>attach additional sheets if necessary</i> )			
Signature of authorized member			Date signed ( <i>month, day, year</i> )
Attested by:		Designating body	
If the property owner is found not to be in substantial compliance, the property owner shall receive the opportunity for a hearing. The following date and time has been set aside for the purpose of considering compliance. (Hearing must be held within thirty (30) days of the date of mailing of this notice.)			
Time of hearing	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of hearing ( <i>month, day, year</i> )	Location of hearing
<b>HEARING RESULTS (<i>to be completed after the hearing</i>)</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied ( <i>see instruction 4 above</i> )	
Reasons for the determination ( <i>attach additional sheets if necessary</i> )			
Signature of authorized member			Date signed ( <i>month, day, year</i> )
Attested by:		Designating body	
<b>APPEAL RIGHTS [IC 6-1.1-12.1-5.9(e)]</b>			
A property owner whose deduction is denied by the designating body may appeal the designating body's decision by filing a complaint in the office of the Circuit or Superior Court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.			

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at 6:30 p.m. on the 23<sup>rd</sup> day of March 2020, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

CORPORATION GENERAL FUND

**Works Board Department**

Increase the following:

001-0011-38004 Tree Landscape Project	<u>\$ 39,083.00</u>
<i>Total 300 Series:</i>	<u>\$ 39,083.00</u>

<b>Total for Department:</b>	<u><u>\$ 39,083.00</u></u>
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<b>TOTAL for the FUND:</b>	<u><u>\$ 39,083.00</u></u>
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Funds to support these additional appropriations in the **Corporation General Fund** shall be supported by a reimbursement grant from the Little Calumet River Basin Development Commission and unreserve fund balance on deposit to the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer**

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **23<sup>rd</sup> day of March 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**INFORMATION COMMUNICATIONS AND TECHNOLOGY FUND**

Acct. No. 030-0000-4XXXX Software:	<u>\$ 25,000.00</u>
<i>Total Series:</i>	\$ 25,000.00

<b>Fund Total:</b>	<b>\$ 25,000.00</b>
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Funds to support these additional appropriations in the **Information and Communication Technology Fund** shall be from interest earnings, miscellaneous revenues, payments of departmental charges assessed against certain municipal funds or information and communication technological services, and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer**

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 6<sup>th</sup> DAY OF March 2020 Michael W. Stein FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 572,673.93.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 General						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	85374	PAYROLL ACCOUNT	2/28 PRL D/S TRANSFER GENERAL	164,861.24	43705
			Total For Dept 0000		164,861.24	
Dept 0001 TOWN COUNCIL						
001-0001-31001	LEGAL FEES	85462	ABRAHAMSON, REED & BILSE	LEGAL FEES	2,198.00	
001-0001-31004	NEO CLERK-TREASURER WORKSHOP	85364	AIM, ACCELERATE IND MUNICIP	NEO CLERK-TREASURER WORKSHOP - MU	99.00	
001-0001-31004	NEO BOOTCAMP COUNCILMAN	85365	AIM, ACCELERATE IND MUNICIP	NEO BOOTCAMP COUNCILMAN	897.00	
001-0001-33001	ADDITIONAL APPROPRIATIONS	85373	THE TIMES	ADDITIONAL APPROPRIATIONS- 2/12/2	20.90	
001-0001-33001	ADDITIONAL APPROPRIATIONS	85372	THE TIMES	ADDITIONAL APPROPRIATIONS- 2/12/2	23.69	
001-0001-39004	GAZEBO EXPRESS FEB 2020	85371	THE IDEA FACTORY, INC	GAZEBO EXPRESS FEB/WEBSITE UPDATE	2,388.55	
001-0001-39021	2020 MEMBERSHIP FEE	85368	SHARED ETHICS INITIATIVE FU	2020 MEMBERSHIP FEE	900.00	
			Total For Dept 0001 TOWN COUNCIL		6,527.14	
Dept 0003 VIPS						
001-0003-36001	LABOR FOR WHEEL ALIGNMENT V2	85419	GRIMLER AUTOMOTIVE, INC	LABOR FOR WHEEL ALIGN FOR V2	85.00	
			Total For Dept 0003 VIPS		85.00	
Dept 0004 CLERK-TREASURER						
001-0004-20003	D/S PKG TAPE,RBR BNDS,STPLES,	85390	PULSE TECHNOLOGY OF INDIANA	D/S PKG TAPE,RBR BNDS,STPLES,POST	33.78	
001-0004-31004	REGISTRATION D BECK	85360	ILMCT	ILMCT ANNUAL CONFERENCE @ MUNCIE	450.00	
001-0004-31004	2020 MEMBERSHIP FEE- M GRIFFI	85382	INTERNATIONAL INSTITUTE OF	MEMBERSHIP FEE 2020 M GRIFFIN	210.00	
001-0004-31004	2020 MEMBERSHIP FEE-D BECK	85383	INTERNATIONAL INSTITUTE OF	MEMBERSHIP FEE 2020 D BECK	110.00	
001-0004-31004	2020 MEMBERSHIP FEE- K STRBVA	85384	INTERNATIONAL INSTITUTE OF	MEMBERSHIP FEE 2020 KELLI A STRBJ	110.00	
001-0004-32002	REIMBURSE MILAGE TO INDY-HOUS	85367	MICHAEL W GRIFFIN (R)	REIMBURSE MILAGE TO INDY-STATE HO	173.65	
			Total For Dept 0004 CLERK-TREASURER		1,087.43	
Dept 0006 BUILDING & INSPECTION						
001-0006-20003	INV #440793639001	85394	OFFICE DEPOT, INC	INV #440793639001	76.78	
001-0006-21001	15W40 OIL	85480	TOWN OF HIGHLAND GASOLINE F	15W40 OIL BY USAGE	29.22	43718
001-0006-39001	MEMEBERSHIP DUES 2020	85393	AIM, ACCELERATE IND MUNICIP	MEMEBERSHIP DUES 2020	25.00	
			Total For Dept 0006 BUILDING & INSPECTION		131.00	
Dept 0007 FIRE DEPARTMENT						
001-0007-21004	INV# 46831	85451	MENARDS	INSTITUTIONAL SUPPLIES	80.60	
001-0007-23004	INV# 337-335764	85452	VAN SENSUS AUTO VALUE	5221 ENGINE BATTERIES	785.94	
001-0007-32006	BROADBAND AIR CARDS FOR RIGS	85475	VERIZON WIRELESS	AIR CARDS FOR RIGS	300.12	43717
001-0007-35001	ELECTRIC - SOUTH STATION	85472	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	299.05	43713
001-0007-35001	ELECTRIC - CENTRAL FIRE STATI	85470	NORTHERN IN PUBLIC SERVICE	ELECTRIC - CENTRAL FIRE STATION	761.33	43714
001-0007-35001	ELECTRIC - FD TRAINING SITE	85471	NORTHERN IN PUBLIC SERVICE	ELECTRIC - FD TRAINING SITE	30.42	43715
001-0007-35003	GAS - SOUTH STATION	85472	NORTHERN IN PUBLIC SERVICE	GAS & ELECTRIC SOUTH STATION	436.02	43713
001-0007-35003	GAS - CENTRAL STATION	85473	NORTHERN IN PUBLIC SERVICE	GAS - CENTRAL FIRE STATION	868.22	43716
001-0007-36001	REPAIR SENSIT GOLD GAS ANALYZ	85450	SENSIT TECHNOLOGIES	REPAIR HAZ MAT METER	271.24	
			Total For Dept 0007 FIRE DEPARTMENT		3,832.94	
Dept 0009 POLICE DEPARTMENT						
001-0009-11120	ONE DAY SUSPENSION FOR CORPOR	85424	POLICE PENSION FUND (V)	ONE DAY SUSPENSION FOR CORPORAL	257.91	
001-0009-11121	ONE DAY SUSPENSION FOR PATROL	85423	POLICE PENSION FUND (V)	ONE DYA SUSPENSION FOR PATROLMAN	243.88	
001-0009-21001	970.6 GAL OF GAS	85426	WARREN OIL COMPANY	970.6 GAL OF GAS DELV ON 2/21	2,160.66	
001-0009-21004	CLEANING SUPPLIES	85413	ABLE PAPER & JANITORIAL	CLEANING SUPPLIES	671.90	
001-0009-22004	VEH PARTS FOR CAR 217 BRAKE	85417	FACTORY MOTOR PARTS	BRAKE PAD HOSE AND WHEEL BEARING	205.94	
001-0009-31001	LEGAL MATTERS FOR FEB PD	85461	ABRAHAMSON, REED & BILSE	PD LEGAL MATTERS FOR FEB	780.00	
001-0009-31001	LEGAL MATTERS FOR FEB	85414	AUSTGEN KUIPER JASAITIS P.C	LEGAL MATTERS FOR FEB	162.00	
001-0009-32004	IDACS INTERNET SERV 2/28-3/27	85416	COMCAST CABLE	IDACS INTERNET SERVICE 2/28-3/27	126.85	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
<b>Fund 001 General</b>						
<b>Dept 0009 POLICE DEPARTMENT</b>						
001-0009-35001	GAS ELEC SERV READ ON 2/18	85422	NORTHERN IN PUBLIC SERVICE	GAS ELEC SERVICE AT 3315 RIDGE	6,373.12	
001-0009-36001	LABOR TO RESET TPMS SYSTEM IN	85420	GRIMLER AUTOMOTIVE, INC	LABOR TO RESET TPMS SYSTEM IN CAR	50.00	
001-0009-36003	SERV PKG AGRMT	85425	THOMAS IRRIGATION, INC	SILVER PKG AGRMT STARTUP AND WINT	155.00	
001-0009-36004	GEN OFFICE CLEANING FOR FEB	85418	GAYLE THARP	GEN OFFICE CLEANING FOR FEB	2,666.66	
001-0009-38006	MAT CHANGE ON 2/25	85415	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 2/25	36.66	
001-0009-39005	5 GAL ACCEL RESCUE DISINFECTA	85421	HUMANE INDIANA	RESCUE DISINFECTANT FOR ANIMAL PO	159.02	
Total For Dept 0009 POLICE DEPARTMENT					14,049.60	
<b>Dept 0011 SERVICES &amp; WORKS</b>						
001-0011-32008	ACCT. SERVICE FEES	85387	FIRST FINANCIAL BANK CORP S	FEBRUARY 2020 ACCT SERV FEES	1,124.62	43707
001-0011-35001	SV ELECTRIC	85410	NORTHERN IN PUBLIC SERVICE	MISC TH, GARAGE 750-201-002-4	414.04	43709
001-0011-35001	558-300-006-4	85406	NORTHERN IN PUBLIC SERVICE	MISC 001-0011-35001, 001-0012-350	150.69	999342
001-0011-35001	009-901-005-4	85407	NORTHERN IN PUBLIC SERVICE	MISC (TH,VIPS)	1,226.23	999343
001-0011-35002	0514000055, 2705HIGHWAY AVE	85409	NORTHERN IN PUBLIC SERVICE	STREET/TRAFFIC LIGHTS	15,306.19	999344
001-0011-35003	SV GAS	85410	NORTHERN IN PUBLIC SERVICE	MISC TH, GARAGE 750-201-002-4	618.83	43709
001-0011-35003	130-850-000-1 GAS	85407	NORTHERN IN PUBLIC SERVICE	MISC (TH,VIPS)	1,069.98	999343
001-0011-38005	D/S CT FOR BANK RECS	85395	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	782.37	43708
001-0011-38005	D/S CT FOR BANK RECS	85396	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	1,860.90	43708
001-0011-38005	D/S CT FOR BANK RECS	85397	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	1,002.50	43708
001-0011-38005	D/S ACTUARIAL VALUATION SERVI	85465	THE HOWARD E. NYHART CO., I	D/S ACTUARIAL VALUATION SERVICES	925.00	
001-0011-39016	SR TAXI SUBSID	85484	TRIPLE A EXPRESS	SR TAXI SUBSID 2/1-2/15/2020	80.00	
Total For Dept 0011 SERVICES & WORKS					24,561.35	
<b>Dept 0012 TOWN HALL</b>						
001-0012-35002	307-486-009-2	85406	NORTHERN IN PUBLIC SERVICE	MISC 001-0011-35001, 001-0012-350	46.92	999342
001-0012-36003	TOWN HALL MATS	85453	CINTAS CORPORATION #319	TOWN HALL MATS 2/25/2020	39.41	
001-0012-36004	FEB GENERAL CLEANING	85437	GLOBAL MAINTENANCE & CO.	GENERAL CLEANING SERVICE AND WIND	1,425.00	
Total For Dept 0012 TOWN HALL					1,511.33	
Total For Fund 001 General					216,647.03	
<b>Fund 002 MVH</b>						
<b>Dept 0000</b>						
002-0000-45200	MVH TRANSFERS GROSS	85375	PAYROLL ACCOUNT	2/28PRL D/S TRANSFER MVH	35,653.44	43706
Total For Dept 0000					35,653.44	
<b>Dept 0016 MVH ADMIN</b>						
002-0016-31004	ANNUAL CONFERENCE 2020	85447	SOUTH SHORE CLEAN CITIES	ANNUAL CONFERENCE FOR SOUTH SHORE	50.00	
002-0016-39001	2020 MEMBERSHIP DUES	85440	HIGHLANDGRIFFITH CHAMBER OF	2020 MEMBERSHIP DUES - PUBLIC WOR	65.00	
Total For Dept 0016 MVH ADMIN					115.00	
<b>Dept 0017 MVH RECONSTRUCTION/MAINTENANCE</b>						
002-0017-21001	HYDRAULIC OIL	85481	TOWN OF HIGHLAND GASOLINE F	HYDRAULIC OIL AND 15W40 BY USAGE	475.08	43718
002-0017-21002	11R22.5 RG167 DRIVE RECAP (CU	85439	HELLMANS AUTO SUPPLY CO.	TIRES FOR STREET DEPT UNIT # 18	193.00	
002-0017-21003	55-5 WASH & WAX CONCENTRATE	85438	1ST AYD CORPORATION	CLEANING SUPPLIES AND GLOVES FOR	406.07	
002-0017-22004	504034215 TUBE,RIGID	85441	MCCANN INDUSTRIES,INC	TUBE FOR STREET DEPT.	53.82	
002-0017-22004	INVOICE 337-334563	85442	VAN SENUS AUTO VALUE	FEBRUARY INVOICES FOR STREET DEPT	289.81	
002-0017-23005	UNTREATED ROAD SALT	85445	MORTON SALT, INC	UNTREATED ROAD SALT	15,275.87	
002-0017-23005	UNTREATED ROAD SALT	85446	MORTON SALT, INC	UNTREATED ROAD SALT	3,322.53	
002-0017-36007	JAN TRAFFIC SIGNAL MAINT.	85444	MIDWESTERN ELECTRIC INC	TRAFFIC SIGNAL MAINT FOR JAN 2020	766.30	
002-0017-36007	ADDITIONAL DEC TRAFFIC SIGNAL	85443	MIDWESTERN ELECTRIC INC	ADDITIONAL TRAFFIC SIGNAL MAINT F	226.15	
Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE					21,008.63	

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
<b>Fund 002 MVH</b>						
Total For Fund 002 MVH					56,777.07	
<b>Fund 004 LR&amp;S</b>						
Dept 0000	ROBERTSON PL & ROSEWOOD CT ST 85448	85448	NIES ENGINEERING, INC.	ROBERTSON PLACE & ROSEWOOD COURT	7,805.50	
004-0000-31002	DEREK SNYDER		NIES ENGINEERING, INC.	GENERAL CONSULTING THROUGH 2/28/2	3,307.25	
Total For Dept 0000					11,112.75	
Total For Fund 004 LR&S					11,112.75	
<b>Fund 018 Law Enforce Con't Ed</b>						
Dept 0000	US FLAGS FOR OUTSIDE	85427	CARROT-TOP INDUSTRIES, INC	NEW OUTSIDE FLAGS	112.10	
018-0000-20003	SHIRTS FOR INTERNS	85431	LANSING SPORT SHOP, INC	INTERN EMBR SHIRTS	50.00	
018-0000-23006	WESTRN DIGTL HARD DRIVE FOR S	85428	COMPUTER BAY,CORP/DBA	NEW HARD DRIVE FOR SERVER	200.00	
018-0000-31004	REGIS FEE FOR TRAINING	85429	C.O.P.S	REGISTRATION FEE FOR TRAINING FOR	289.00	
018-0000-31004	BREATH RECERT FOR 2 OFFICERS	85430	INDIANA STATE BUDGET AGENCY	BREATH RECERT FOR 2 OFFICERS	80.00	
018-0000-31004	REGIST FEE FOR 2 OFFICERS FOR	85432	PHILLIP CHALMERS	REGIS FEE FOR 2 OFFICERS FOR TRAI	298.00	
Total For Dept 0000					1,029.10	
Total For Fund 018 Law Enforce Con't Ed					1,029.10	
<b>Fund 026 FSA Agency Fund</b>						
Dept 0000	TASC FLEX SPENDING DEBITS 02/	85404	TASC	FEBRUARY FSA SPENDING	619.20	999199
026-0000-45202					619.20	
Total For Dept 0000					619.20	
Total For Fund 026 FSA Agency Fund					619.20	
<b>Fund 027 Insurance Premium</b>						
Dept 0000	INSURANCE PREMIUM HEALTH FEB	85468	AIM MEDICAL TRUST	MARCH 2020 MEDICAL AND LIFE INSUR	192,612.13	43711
027-0000-34002	INSURANCE PREMIUM DENTAL	85469	METLIFE GROUP BENEFITS	MARCH 2020 DENTAL PREMIUMS	8,011.89	43712
027-0000-34002					200,624.02	
Total For Dept 0000					200,624.02	
Total For Fund 027 Insurance Premium					200,624.02	
<b>Fund 028 Gasoline Fund</b>						
Dept 0000	HYDRAULIC OIL	85482	WARREN OIL COMPANY	HYDRAULIC AND 15W40 OIL DELIVERED	2,043.48	43719
028-0000-21001					2,043.48	
Total For Dept 0000					2,043.48	
Total For Fund 028 Gasoline Fund					2,043.48	
<b>Fund 030 ICT Fund</b>						
Dept 0000	MONTHLY IT SUPPORT PER WBO 2	85405	CBL CONSULTING, INC	MONTHLY IT SUPPORT PER WBO 2020-	4,000.00	
030-0000-31006	MARCH 2020 POSTAGE METER SBR	85483	PITNEY BOWES INC.	MARCH 2020 POSTAGE METER SERVICE	129.29	
030-0000-32001	642004646-00002 BROADBAND-J K	85474	VERIZON WIRELESS	642004646-00002 D/S BROADBAND-J K	30.01	43717
030-0000-32003	ACCT #510375025 211	85366	SPRINT	BI/FD MO WIRELESS SVC 510375025 -	204.33	
030-0000-32003	WEB SECURITY MONTHLY	85371	THE IDEA FACTORY,INC	GAZEBO EXPRESS FEB/WEBSITE UPDATE	149.99	
030-0000-38006	WEB UPDATE WEEKLY	85371	THE IDEA FACTORY,INC	GAZEBO EXPRESS FEB/WEBSITE UPDATE	525.32	
030-0000-39024					5,038.94	
Total For Dept 0000					5,038.94	
Total For Fund 030 ICT Fund					5,038.94	

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 033 Donation Dept 0000 033-0000-39067	RENTAL OF TRAINING SIMULATOR	85433	F. I. R. S. T. SHOT INC	RENTAL OF TRAINING SIMULATOR FOR	200.00	
			Total For Dept 0000		200.00	
Dept 0009 POLICE DEPARTMENT 033-0009-00200	ANODIZED ALM BED 35X23	85434	PETER THOMAS HOJNICKI (R)	REIMBERS FOR ANIMAL CONTROL FACILI	523.80	
			Total For Dept 0009 POLICE DEPARTMENT		523.80	
			Total For Fund 033 Donation		723.80	
Fund 050 Police Pension Dept 0000 050-0000-31001 050-0000-45200	LEGAL MATTERS FOR PENSION POLICE PENSION TRANSFERS GROS	85463 85380	ABRAHAMSON, REED & BILLSE PAYROLL ACCOUNT	LEGAL MATTERS FOR FEB FOR POLICE 2/28 PRL D/S TRANSFER POLICE PENS	760.00 70,621.88	31994
			Total For Dept 0000		71,381.88	
			Total For Fund 050 Police Pension		71,381.88	
Fund 055 MCCD Dept 0000 055-0000-23009 055-0000-39006	NEW VEST/CARRIER FOR OFFICER 1ST QUARTER 2020 TRAINING-CHR	85435 85362	STAR UNIFORM BELLEFEUIL, SZUR & ASSOC/DB	NEW VEST/ CARRIER FOR OFFICER 1ST QUARTER 2020 TRAINING-CHRIS	785.00 2,141.66	
			Total For Dept 0000		2,926.66	
			Total For Fund 055 MCCD		2,926.66	
Fund 085 Traffic Violations Dept 0001 TOWN COUNCIL 085-0001-00400 085-0001-00400	CASH BOND FEES CASH BOND FEES	85359 85436	LAKE COUNTY CLERK LAKE COUNTY CLERK	CASH BOND FEES CASH BOND FEES	2,500.00 1,250.00	43704 43710
			Total For Dept 0001 TOWN COUNCIL		3,750.00	
			Total For Fund 085 Traffic Violations		3,750.00	

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund Totals:						
				Fund 001 General	216,647.03	
				Fund 002 MVH	56,777.07	
				Fund 004 LR&S	11,112.75	
				Fund 018 Law Enforce Con't Ed	1,029.10	
				Fund 026 FSA Agency Fund	619.20	
				Fund 027 Insurance Premium	200,624.02	
				Fund 028 Gasoline Fund	2,043.48	
				Fund 030 ICI Fund	5,038.94	
				Fund 033 Donation	723.80	
				Fund 050 Police Pension	71,381.88	
				Fund 055 MCCD	2,926.66	
				Fund 085 Traffic Violations	3,750.00	
					<u>572,673.93</u>	

<b>Payroll Docket</b>			<b>Delta</b>		
<b>\$</b>	<b>336,690.93</b>	<b>\$</b>	<b>336,690.93</b>	<b>\$</b>	<b>-</b>
<b>Council, Boards and Commissions</b>		<b>\$</b>	<b>8,460.06</b>		
<b>Office of Clerk-Treasurer</b>		<b>\$</b>	<b>16,763.00</b>		
Regular Staff	\$ 16,763.00				
Field Service Rep	\$ -				
<b>Building &amp; Inspection</b>		<b>\$</b>	<b>8,494.05</b>		
<b>Metropolitan Police</b>		<b>\$</b>	<b>116,062.50</b>		
Crossing	\$ 1,194.36				
Full-Time Police	\$ 99,932.87				
Full-Time Non-sworn	\$ 14,935.27				
<b>Fire Department</b>		<b>\$</b>	<b>35,397.39</b>		
Standard	\$ 3,826.36				
Quarterly	\$ 31,571.03				
<b>Public Works Department</b>		<b>\$</b>	<b>79,211.90</b>		
Component One	\$ 79,211.90				
Component Two	\$ -				
<b>Police 1925 Pensions</b>		<b>\$</b>	<b>72,302.03</b>		

**Payday: 31-Jan-2020**

**Payroll Docket**

\$ 225,331.99

\$ 225,331.99

Delta

\$ -

**Council, Boards and Commissions**

\$ -

**Office of Clerk-Treasurer**

\$ 16,048.19

Regular Staff \$ 16,048.19

Field Service Rep \$ -

**Building & Inspection**

\$ 9,297.51

**Metropolitan Police**

\$ 123,191.31

Crossing \$ 1,248.16

Full-Time Police \$ 105,599.90

Full-Time Non-sworn \$ 16,343.25

**Fire Department**

\$ 3,975.64

**Public Works Department**

\$ 72,819.34

Component One \$ 72,819.34

Component Two \$ -

**Police 1925 Pensions**

\$ -

Payday: 14-Feb-2020

**Payroll Docket**

\$ 295,990.89

\$ 295,990.89

Delta

\$ -

**Council, Boards and Commissions**

\$ 8,482.81

**Office of Clerk-Treasurer**

\$ 16,179.87

Regular Staff \$ 16,179.87

Field Service Rep \$ -

**Building & Inspection**

\$ 8,329.01

**Metropolitan Police**

\$ 115,796.69

Crossing \$ 1,081.38

Full-Time Police \$ 93,308.11

Full-Time Non-sworn \$ 21,407.20

**Fire Department**

\$ 3,405.84

**Public Works Department**

\$ 73,282.44

Component One \$ 73,282.44

Component Two \$ -

**Police 1925 Pensions**

\$ 70,514.23

Payday: 28-Feb-2020